



2019–2020 TBA YLD Position Descriptions

The following positions will be appointed to the 2019–2020 YLD Board. The accompanying descriptions are meant to acquaint applicants with the expectations of the jobs; however, each position contemplates that the individual appointed will develop his/her own agenda for the year, consistent with the articulated expectations. The appointee’s responsibilities may be modified by the president. Throughout the year, appointees are expected to collaborate with other board members to more effectively execute their responsibilities.

In addition to the descriptions, there are estimates about the time commitment of each position included. These estimates were determined based on consultation with prior board members; however, they are merely estimates designed to give you an idea about the commitment for which you are applying. You should be prepared to invest whatever time is ultimately required to appropriately and completely execute the job. Moreover, each position comes with unique commitments, which may mean the time investment may vary throughout the year.

You may wish to speak with the members of the current board regarding their experiences. The current board may be found at: <http://www.tba.org/node/1877/og-panel/2>. Further, you may contact 2019–2020 president, Troy Weston, with any questions at tweston@eblaw.us.

Continuing Legal Education Committee

Continuing Legal Education Committee Chair

2 hours per month

The continuing legal education chair will be responsible for planning the YLD's CLE catalogue. To date this year, the committee has produced 25 hours of CLE directly targeted to young lawyers across the state. The chair will be responsible for planning programs—both in person and internet-based—throughout the year and geographically across the state.

Additionally, the chair will be responsible for collaborating with the TBA to ensure that the TBA's CLE programming remains pertinent to young lawyers.

Continuing Legal Education Committee Vice Chair

2 hours per month

The vice chair's responsibilities are co-terminus with the chair's. The vice chair may be given direction from the chair regarding tasks; however, the vice chair should be prepared to exercise independent judgment to assist in producing the programming.

The Continuing Legal Education Committee is also seeking volunteers for the committee who will assist with the planning of CLE programs.

Furthermore, the committee is seeking individuals interested in presenting CLE programs on distinct areas of practice. Presenters who are ultimately selected will have the opportunity to present either a live or web-based CLE program. If you are interested in presenting, please contact Troy Weston at tweston@eblaw.us.

Diversity Committee

Diversity Committee Co-Chair (Two Positions)

3 hours per month

The Diversity Committee co-chairs will be responsible for developing diversity initiatives to effectuate the Division's Long Range Plan and Diversity Plan. The co-chairs will be responsible for preparing, disseminating, and collecting the 2020 Diversity Survey and Statewide Lawyer Survey. The co-chairs will also be asked to convene a task force during the 2019–2020 bar year to examine attrition rates in the practice, which are disproportionately higher among minority lawyers. This task force will be asked to generate an action plan to be included as an amendment to the Division's Diversity Plan.

The co-chairs will also plan the 10-year DLI reunion in 2020.

Diversity Leadership Institute Coordinator

The time commitment varies, particularly between December and June; however, the coordinator should expect a commitment of between three and five hours per month, not including attendance at the three DLI meetings.

The DLI coordinator is in charge of planning and producing the Diversity Leadership Institute. DLI is a six-month leadership and mentoring program for Tennessee law students in their second, third, or fourth years of study. DLI meets in January (during the TBA Leadership Conference), March (during the High School Mock Trial Championship), and June (during the TBA Convention). The coordinator is in charge of planning, coordinating, and leading the programming for each of the three in-person sessions. Committee members may assist in the planning.

Member Services Committee

Member Services Committee Chair

3 hours per month

The chair will oversee the Division's programs to serve and recruit members, including law school members. The chair will plan events throughout the state that are designed to educate young lawyers about the TBA and the benefits of membership. Further, the chair will coordinate events with Tennessee law schools to recruit law student members. An effective chair will plan a variety of membership events during the year that target diverse groups and areas across Tennessee.

The chair will assist in establishing programs focused on health and wellness for members in conjunction with the health and wellness coordinator.

The chair will also oversee the new attorney liaison and his/her efforts to provide resources to newly admitted members of the bar. Additionally, the chair will work with the disaster relief coordinator to develop disaster contingency plans focused on assisting attorneys whose practice has been impacted by a disaster.

New Attorney Liaison

3–5 hours per month

The liaison is the primary point of contact for new attorneys seeking answers and information as they begin their careers. The liaison's goal is to make new lawyers' transition to the practice of law seamless by connecting them with answers and resources during the first years of practice.

New attorneys typically submit questions via an online portal (<http://www.tba.org/node/100647>) and you will receive an email with contact information and the applicable question or resource the person wants more information about. You do not need to have all the answers. Rather, you just need to be willing to seek out the necessary information and supply a response.

Health & Wellness Coordinator

5–7 hours per month

The newly created health and wellness coordinator is to be tasked with developing programs in collaboration with other relevant entities that address lawyer wellbeing. Recent studies have shown that attorneys within the first 10 years of practice demonstrate extremely high instances of substance abuse and mental health challenges. These stark realities mean that attorneys are leaving the practice of law, and are generally not happy in the practice. Coupled with attrition rates of minority lawyers that will be the subject of the Diversity Committee's work, there is a significant need for programs and resources that promote lawyer wellbeing.

The coordinator should be prepared to review literature and other media addressing these problems with an eye toward developing a year-long complement of programs and resources for Tennessee's young lawyers. The coordinator will serve as a liaison for the YLD on the TBA Attorney Well Being Committee, and he/she will work to develop relevant programming implementing the recommendations contained in the November 1, 2017 memorandum from Lucian Pera, past president of the TBA. The coordinator will also seek opportunities to collaborate with the Tennessee Lawyers' Assistance Program.

A successful liaison will seek out opportunities to collaborate with board members to develop public policy initiatives addressing substance abuse and mental health. Further, the liaison should work with the meetings coordinator to plan beneficial programs and exercises for Division meetings.

Disaster Relief Coordinator

The disaster relief coordinator position will require approximately one to two hours per month; however, in the event of a disaster, the time commitment may be substantially more.

The disaster relief coordinator is charged with coordinating the Division's response to disasters. Prior examples of events prompting a response include the 2010 Nashville floods and the 2016 Sevier County wildfires. The coordinator should be prepared to review the disaster relief plans executed in the past and develop a presumptive plan to follow during future occurrences. The coordinator should cultivate relationships with the larger TBA and with the Division's district representatives to open lines of communication in preparation for a disaster.

The coordinator will also need to work with the ABA YLD district representative (from Kentucky from August 2019–August 2021) to ensure communication with the ABA in case of an event. The ABA YLD works collaboratively with FEMA during natural disasters, and the coordinator should be prepared to act as the Division's liaison to the ABA YLD.

The coordinator will also serve on the Public Service Committee.

Meetings, Sponsorship & Awards Coordinator

3 hours per month

The meetings, sponsorship, and awards coordinator is responsible for planning the five in-person division meetings in conjunction with the president and Division staff coordinator. This includes planning optional social events at in-person meetings and coordinating logistics for each meeting. The coordinator will also conduct Division meetings pursuant to *Robert's Rules of Order Newly Revised* together with the president, and will act as the Division's parliamentarian.

The coordinator will also work with TBA staff to secure sponsorships for YLD events. This responsibility will require collaboration with the president, treasurer, and staff to determine Division activities that could be funded through outside sponsorships. The coordinator will develop materials to provide to potential sponsors outlining opportunities. An effective coordinator will also look to affiliate entities, such as the ABA, for grant opportunities to supplement the programs and mission of the Division.

The coordinator will also be responsible for all efforts to nominate the Division for outside recognition. This will include compiling information for the annual ABA YLD Awards of Achievement.

The Member Services Committee is also seeking committee members to assist with health and wellness projects and membership recruitment projects.

Mock Trial Committee

Mock Trial Committee Chair

It is expected that this position will take a minimum of three hours per month; however, during the fall when the competition materials are drafted and, in the spring, when the local and state competitions occur, the chair will have significant time commitments.

Now in its 38th year, the Tennessee Bar Association High School Mock Trial program is the Division's largest public service project. The chair will be responsible for overseeing the 39th competition, which will occur on March 20–21, 2020 in Nashville, Tennessee. Prior to the competition, the chair will be responsible for drafting—in conjunction with the other Mock Trial Committee members—the competition materials. These materials will be released in early December.

The chair will be responsible for appointing a committee of volunteers (in conjunction with the vice chair) to assist in producing the competition, as well as coordinating periodic meetings and conference calls. Additionally, the chair and vice chair are responsible for appointing district mock trial coordinators to plan the various local competitions throughout the state. While the local district coordinators are responsible for producing the local competitions, the chair and vice chair must remain ready to interpret rules and make decisions regarding eligibility.

After the release of the problem, the chair assists with fielding inquiries related to the problem and logistics for the state competition. The bulk of the commitment for the position occurs in February and March leading up to the state competition, and the chair should plan on being in Nashville from Thursday evening through Sunday morning the weekend of the competition.

For more information, you should review the competition website, <http://www.tba.org/info/tennessee-high-school-mock-trial-0>.

Mock Trial Committee Vice Chair

It is expected that this position will take a minimum of two hours per month; however, during the fall when the competition materials are drafted and, in the spring, when the local and state competitions occur, the chair will have significant time commitments.

The vice chair's responsibilities are co-terminus with the chair's. The vice chair may be given direction from the chair regarding tasks; however, the vice chair should be prepared to exercise independent judgment to assist in producing the competition.

Mock Trial Long Range Planning Coordinator

2 hours per month

The coordinator works to develop the mock trial competition for long term sustainability and success. The coordinator works with the TBA to secure venues, including the competition hotels. The coordinator should review tournament rules and guidelines and consider—with direction from the chair and vice chair—any modifications for future years. The coordinator should function as the competition’s historian to ensure the collection and use of historic competition information and data aimed at the improvement of subsequent competitions. The coordinator should also consider any multi-year initiatives to improve the TBA Mock Trial competition. By virtue of the position, the coordinator assists the chair and vice chair as needed.

In 2018, the coordinator has worked to secure Perkins Grant funding for teams. In previous years, the coordinator has worked to make the local competitions more efficient by implementing redistricting efforts that better suited the state by adhering to population shifts.

In addition to the chair, vice chair, and long range planning coordinator, the Mock Trial Committee will consist of approximately eight individuals who will assist with producing the competition. Committee members will have funding available to reimburse for costs associated with attending the competition. *Unlike other committees, the Mock Trial chair and vice chair will directly appoint the committee, likely in late summer.*

Publications Committee

Publications Committee Chair & Editor of the Tennessee Young Lawyer
5 hours per month

The Publications Committee Chair will oversee the work of the committee. The chair will also serve as the editor of the Division's biweekly publication, the *Tennessee Young Lawyer*, and will work with the vice chair: TYL content to publish this publication.

Publications Committee Vice Chair: Tennessee Young Lawyer Content
5 hours per month

The vice chair will be responsible for curating content for the *Tennessee Young Lawyer*. This work must include recruiting Division members to author longform and shorter written content on germane, substantive legal topics. Whereas the chair will serve in a traditional editorial role, the vice chair will be responsible for making and leveraging contacts among Division members to locate relevant, interesting content for the *Tennessee Young Lawyer*.

The vice chair will also serve as a liaison to the *Tennessee Bar Journal*, and will make efforts to recruit young lawyers to submit ideas for *TBJ* content.

Finally, the vice chair will work with the press and social media coordinator to identify and recruit young lawyers to author content to feature in traditional media.

Press & Social Media Coordinator
3 hours per month

The press and social media coordinator is primarily responsible for promoting the Division through its social media accounts (Facebook, Twitter, and Instagram). The coordinator will also develop Division accounts for other social media platforms, including LinkedIn. The coordinator will be expected to update the accounts, together with TBA staff, on a frequent—often daily—basis. The coordinator will be expected to develop relationships with all board members in an effort to effectively advertise the Division's programs. The coordinator should also endeavor to use the Division's social media to bring attention to individual Division members and their work.

The coordinator will also be expected to serve as a liaison to traditional media outlets to promote the Division. Together with the vice chair, the coordinator will be responsible for recruiting Division members to produce content for outside media in such a way as to bring recognition to the Division and to Division members.

Vice Chair: Technology

10 hours per month

The vice chair: technology will be responsible for exploring and developing new ways to reach Division membership. He/she will be charged with developing web-based options to conduct Division business for board members. Additionally, the vice chair will develop audio and video programs for the Division aimed at improving communication among members and expanding the resources the Division offers to a broader group. Examples of potential projects include the development of a young-lawyer oriented podcast or YouTube channel.

The Publications Committee is seeking committee volunteers.

Public Policy Committee

Public Policy Committee Chair

5 hours per month

The public policy chair, consistent with Article IX of the YLD bylaws, is responsible for monitoring and reporting to the YLD Board public policy matters and bar association governance issues that are of interest and concern to the legal profession, young lawyers, candidates for admission to the Tennessee Bar, or law students. The chair is also responsible for overseeing the activities of the Public Policy Committee, which consists of the young lawyer delegates to the Tennessee Bar Association House of Delegates and the young lawyer delegate to the American Bar Association House of Delegates. The chair should be prepared to collaborate with other committee members to generate accessible information about these bodies' work to distribute through the Division's publications.

The chair should be familiar with the policy-making and advocacy functions, practices, and procedures of the TBA, the TBA YLD, the ABA, and the ABA YLD, as well as the rule amendment process followed by the Supreme Court of Tennessee. The Coordinator shall give a public policy report at each meeting of the TBA YLD Board and, when appropriate, may make announcements to the Division through any TBA YLD publication.

The chair will also serve as a liaison to the TBA on matters related to public policy, including legislation. The chair should stay abreast of activity in the Tennessee general assembly and other Tennessee-relevant legislative bodies, and should further work to keep members of the Division informed of legislative initiatives. Furthermore, the chair will work with members of the Division to assist in developing YLD initiatives into broader policy.

Other members of the Public Policy will be the young-lawyer delegates to the Tennessee Bar Association House of Delegates and the young-lawyer delegate to the American Bar Association House of Delegates.

Public Service Committee

Public Service Committee Chair

3 hours per month

The chair will oversee the work of the committee, including the public service projects of the district representatives. The committee will consist of the chair, the access to justice coordinator, disaster relief coordinator, the youth outreach coordinator, and the elected district representatives.

The chair will work to standardize the Division's clinics, including clinics offering powers of attorney and advanced healthcare directives, expungement services, and domestic powers of attorney. The chair will also be responsible for providing district representatives and affiliate leaders with resources to produce current and former Division public service events.

The chair will also be responsible for developing evaluation mechanisms for all public service projects the Division undertakes during the bar year.

Access to Justice Coordinator

4–5 hours per month

The coordinator will be responsible for executing pro bono and related initiatives aimed at increasing Tennesseans' access to the court system. The coordinator will be asked to engage the Administrative Office of the Courts and pro bono organizations like the Tennessee Alliance for Legal Services.

The coordinator will also work directly with the president and public policy chair to develop programs that assist individuals with felony convictions with reintegrating into society.

The coordinator will also be responsible for advising the Division of pro bono opportunities across the state.

Youth Outreach Coordinator

5 hours per month

The youth outreach coordinator will be responsible for developing programs targeted toward juveniles. The coordinator will develop the 2018 "Guardian ad Litem Essentials: The Mission & Tools to Serve Underrepresented Youth, Regardless of Practice Area" presentation into practice materials available to young lawyers. Additionally, the youth outreach coordinator will be responsible for organizing the annual CASA Volunteer of the Year Award.

The coordinator will also be responsible for the production of the Division’s Civic Achievement through Activism in the Legislature by Young Students in Tennessee (CATALYST) program, including the evaluation of the 2018–2019 program. The coordinator will, to the extent necessary, be responsible for the revision of the high school curriculum drafted in 2018 aimed at educating high school students about the legislative process in Tennessee. In addition, the coordinator will work with the district representatives to promote the CATALYST model legislation program throughout the state. The coordinator will also be responsible for developing tools to engage high school students who have participated in the legislative drafting competition after the conclusion of the competition.