



## 2025-26 Leadership Guide

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# **YLD EXECUTIVE COUNCIL**

## Officers

### YLD President



**Veronica R. Cox**  
Equal Employment Opportunity Commission  
100 Alabama St. SW, Suite 4R30  
Atlanta, GA 30303  
470-219-4837  
vrogrcox@gmail.com

### YLD Immediate Past President



**Kenneth Mitchell Jr.**  
Giddens, Mitchell & Associates, P.C.  
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### YLD President-Elect



**Virginia C. Josey**  
Virginia Josey Law  
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Macon, GA 31221  
706-332-9548  
vcj@virginiajoseylaw.com

### YLD Newsletter Co-Editors



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U.S. Bankruptcy Court  
Southern District of Georgia  
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Savannah, GA 31401  
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alec\_chappell@gas.uscourts.gov

### YLD Treasurer



**Kindall Browning-Rickle**  
Houston County State Court  
201 N. Perry Parkway  
Perry, GA 31069  
kbrowning@houstoncountyga.org



**Carlos Fernández**  
Kenneth S. Nugent, P.C.  
4227 Pleasant Hill Road  
Duluth, GA 30096  
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cfernandez@attorneykennugent.com

### YLD Secretary



**Caleb Ratliff**  
Cox Byington Twyman LLP  
711 Broad St.  
Rome, GA 30161  
706-291-2002  
caleb.ratliff@cbtjlw.com

## YLD Executive Committee

### Officers

#### President

Veronica R. Cox, *Atlanta*

#### President-Elect

Virginia C. Josey, *Macon*

#### Treasurer

Kindall Browning-Rickle, *Perry*

#### Secretary

Caleb Ratliff, *Rome*

#### Immediate Past President

Kenneth Michell Jr., *Decatur*

#### Newsletter Co-Editors

T. Alec Chappell, *Savannah*

Carlos Fernández, *Duluth*

### Directors

[Colin Adebayo](#), *Atlanta*

[James Banter](#), *Macon*

[Matt Caudell](#), *Gainesville*

[Keith Collins](#), *Decatur*

[Hannah Couch](#), *Macon*

[Tate Crymes](#), *Macon*

[Chelsea Dease](#), *Union City*

[Mallory Fleming](#), *Macon*

[Jarvarus Gresham](#), *Atlanta*

[Chelsea Harris](#), *Atlanta*

[Victoria Hicks](#), *Douglasville*

[Brandi Holland](#), *Perry*

[Kelsey Kicklighter](#), *Springfield*

[Kayla Kudratt](#), *Atlanta*

[Morgan Lyndall](#), *Atlanta*

[Megan McKown](#), *Dallas*

[Simran Modi](#), *Atlanta*

[Samantha Mullis](#), *Augusta*

[Tiffany Qu](#), *Atlanta*

[Brandon Rosenstein](#), *Atlanta*

[Markus Russell](#), *Augusta*

[Caroline Scalf](#), *Atlanta*

[Shannon Schoultz](#), *Atlanta*

[Nyonnohweah Seekie](#), *Macon*

[Iyana Smith](#), *Marietta*

[Kelsie Speight](#), *Milton*

[Missy Torgerson](#), *Decatur*

[Ben Torres](#), *Atlanta*

[Chris Williams-Lopez](#), *Atlanta*

[Taylor Wilson](#), *Macon*

## YLD Representative Council

### Northern District

#### 2024-26

Elizabeth Boswell, *Newnan*  
Keith Collins, *Decatur*  
Brooke Harrison, *Decatur*  
Suwana Janvier, *Jonesboro*  
Sarah Richardson Trahan, *Gainesville*

#### 2025-27

Joe Lenoff, *Atlanta*  
Kaylor Elizabeth Sexton, *Atlanta*  
Caelen Willie, *Atlanta*  
Amari Woods, *Atlanta*  
Shannan Young, *Smyrna*

### Middle District

#### 2024-26

James Banter, *Macon*  
David Cromer, *Macon*  
Mercedes Dickerson, *Perry*  
Bianca Nawrocki, *Macon*  
Tyler Normandia, *Athens*

#### 2025-27

Hannah Couch, *Macon*  
Meagan Hurley, *Macon*  
Jordan Reab, *Perry*  
Chris Willis, *Macon*  
Spencer Woody, *Macon*

### Southern District

#### 2024-26

Austin Bennett, *Waycross*  
Kyle Davis, *Augusta*  
Bubba Dunn, *Brunswick*  
Markus Russell, *Augusta*  
Lauren Smith, *Saint Simons Island*

#### 2025-27

Will Dasher, *Evans*  
Luckshume Ketheeswaran, *Bloomingtondale*  
Felix Kloc, *Brunswick*  
Amelia Stevens, *Savannah*  
Sarah Elizabeth Strickland, *Evans*

### Out-of-State

#### 2025-26

Robert Augustin, *Washington, D.C.*

Fahad Mithavayani, *New York, New York*

### Members-at-Large

#### 2025-26

Harrison Alex, *Atlanta*  
Myles Braxton, *Atlanta*  
Kevin Davis, *Augusta*  
James Farnan, *Gainesville*  
Kristen Holder, *Perry*  
Marquez Jones, *Atlanta*

John Mangrum, *Tucker*  
Dustin Osborne, *Buffalo, NY*  
Nicole Rizza, *Atlanta*  
Aisha Thomas, *Atlanta*  
*Vacant*  
*Vacant*

## YLD Committee Chairs

### ABA Liaison

Jena Emory

### Child Protection and Advocacy

Zipporah Tillman

Mary Kathryn Velazquez

### Community Service Projects

Lyddy O'Brien

Nick Smith

### Corporate Counsel

Forrest Lind III

Nicholas Shackelford

### Criminal Law

Devin Rafus

Erin Wingo

### Disaster Legal Assistance

*Vacant*

### Estate and Elder Law

Chelsey Haun

Ben Walker

### Ethics and Professionalism

Meagan Hurley

Meghan Pittman

### Family Law

Emily Long

Sarah Richardson Trahan

### High School Mock Trial

Key Lamberth

### Inclusion in the Profession

Mercedes Dickerson

Will Ortiz

### Intellectual Property Law

Bianca Webb

### Intrastate Moot Court Competition

*Vacant*

### Judicial Law Clerk

Caleb Grant

Maggie Martin

### Labor and Employment Law

Dymond Anthony

Amber Porter

### Law School Outreach

Tom Church

### Leadership Academy

James Banter

Matt Caudell

Kelsie Speight

### Leadership Academy Alumni Subcommittee

Alex Clark

### Legal Food Frenzy

Alexa Dato-Caudell

### Legislative Affairs

Austin Bennett

Megan McCulloch

### Litigation

Bubba Dunn

Holly Stephens

### Business Law Subcommittee

Nathan Miles

### Federal Law Subcommittee

*Vacant*

## YLD Committee Chairs

### **National Moot Court Competition**

Jamie Christy  
Douglas Comin

### **Public Interest Internship Program**

Keona Blunt  
Nick Lewis

### **Real Estate Law**

Erika Harris Fritz  
Courtney Glasker

### **Signature Fundraiser**

*Vacant*

### **Solo Practice/Small Firm**

Morgan Boulineau  
Angie Holloway

### **Sports Law**

Joy Bonner

### **Wellness**

Kristen Holder  
Cameron Roberts

### **William W. Daniel National Invitational Mock Trial Competition**

Matt Jones

### **Women in the Profession**

Cayton Chrisman  
Olivia Mercer

### **Workers' Compensation**

Dagem Araya  
Andrew Skibeil



## YLD Representative Responsibilities

Members of the YLD Representative Council are expected to:

- » Attend three of the four regularly scheduled Executive Council meetings (pursuant to [Article X, § 2\(b\)](#) of the YLD bylaws)\* Attendance records are kept by the YLD secretary. Requests for an excused absence should be submitted to the secretary.
- » Participate in at least two YLD Committees:
  - one internal committee (e.g., Meetings, Elections, Communications, Membership, etc.) to which you will be appointed; and
  - one external committee (e.g., Litigation, High School Mock Trial, Community Service Projects, etc.) of your choice.
- » Attend the 2026 YLD Signature Fundraiser.
- » Serve as a liaison between the YLD and the young lawyers, affiliates and young lawyer organizations in your area.
- » Advise the YLD Board of Directors of local needs and programs being conducted in your area.
- » Participate in law school outreach events at the law school you attended or in your area.
- » Keep local bar organizations updated about current YLD projects and solicit new YLD project ideas from them.

In addition, YLD Representatives are encouraged to:

- » Offer local support to committee chairs.
- » Write articles for *The YLD Review*.
- » Recruit other young lawyers to become active in the YLD during the year.
- » Welcome and make follow-up contact with new attendees to YLD meetings.

In all events, YLD representatives should copy the president, president-elect, newsletter editors (when appropriate) and YLD director on relevant correspondence.

\*A copy of the YLD bylaws may be found at [www.georgiayld.org](http://www.georgiayld.org).

## 2025-26 YLD Standing Committees

Each standing committee shall include in its membership at least six (6) members of the Representative Council, including two (2) from each federal judicial district. The mandatory members described herein (other than nonvoting members) shall count toward fulfilling the minimum member requirement. The membership of each standing committee shall be selected by the president, subject to the requirements set forth in this section.

The standing committees of the Young Lawyers Division shall be as follows:

- (a) **Membership and Meetings.** This committee, which shall include the secretary and president-elect as members, shall consider and make recommendations on ways to improve the membership's involvement and attendance at meetings.

Virginia Josey (President-Elect)	Mercedes Dickerson
Caleb Ratliff (Secretary)	Bianca Nawrocki
Will Dasher	David Osborne
Kyle Davis	Kaylor Elizabeth Sexton
Kevin Davis	Caelen Willie

- (b) **Rules, Bylaws and Procedures.** This committee shall consider and make recommendations on all proposed amendments or changes concerning the organization of the Young Lawyers Division and its rules, bylaws, procedures and standing policies.

Austin Bennett	Felix Kloc
Hannah Couch	Robert Augustin
Suwana Janvier	David Cromer
Meagan Hurley	Joe Lenoff

- (c) **Nominating.** This committee, which shall be chaired by the president-elect, who shall act as chairperson but shall have no vote on the committee, shall be charged with making nominations for all elections. The president-elect shall notify all committee members of the time and place of meetings. Three (3) voting members of the Nominating Committee shall constitute a quorum for such meetings.

Virginia Josey (President-Elect)	Luckshume Ketheeswaran
James Banter	Jordan Reab
Elizabeth Boswell	Markus Russell

- (d) **Election.** This committee, which shall be chaired by the president-elect, shall be charged with conducting all elections, except to the extent the conducting of any election called for by the bylaws is, pursuant to these bylaws, to be conducted by another entity.

Virginia Josey (President-Elect)	Amelia Stevens
Brooke Harrison	Shannan Young
Jordan Reab	Amari Woods
Sarah Richardson Trahan	Spencer Woody

- (e) **Communications.** This committee, which shall include the secretary and editors as members, shall consider and make recommendations on proposed publications of the Young Lawyers Division and the number and types of publications issued or sponsored by the Young Lawyers Division.

Caleb Ratliff (Secretary)	Kristen Holder
Alec Chappell (Co-Editor)	Meagan Hurley
Carlos Fernández (Co-Editor)	David Osborne
Myles Braxton	Nicole Rizza
Kevin Davis	Sarah Elizabeth Strickland

- (f) **Public Relations and Policy.** This committee shall consider and make recommendations on ways to promote a positive public image of young lawyers in the state of Georgia and shall inform the membership of any legislation relevant to the legal profession. The actions of this committee shall comply with the requirements of Article XI, Section 1.

Kindall Browning-Rickle (Treasurer)	
Harry Alex	John Mangrum
Bubba Dunn	Tyler Normandia
James Farnan	Lauren Smith
Marquez Jones	Aisha Thomas



# ORGANIZATIONAL STRUCTURE

### A History of the State Bar of Georgia Young Lawyers Division

In 1883, 33 attorneys formed the first Georgia Bar Association. The purpose of the association was to “advance the science of jurisprudence, promote the administration of justice throughout the State, uphold the honor of the profession of law” and establish cordial dealings between members of the profession.

The Younger Lawyers Section (YLS) was created on May 31, 1947, at the State Bar’s Annual Meeting. The basic structure of the section consisted of four officers, an Executive Committee and Executive Council. The YLS was created in order to further the original goals of the charter members of the State Bar of Georgia, along with fostering among the members of the Bar the principles of duty and service to the public, and to encourage the interest and participation of younger members of the State Bar.

When the YLS was first enacted, all members of the State Bar who had not reached their 36th birthday were automatically members

of the YLS. It was later added that attorneys, regardless of age, who had been admitted to their first bar less than three years were also considered members of the YLS. The basic structure and purpose of the organization remain the same today, however, in June of 1998 the section was renamed the Young Lawyers Division (YLD).

The Young Lawyers Division has been strengthened over the years through the guidance of the State Bar of Georgia, its Executive Committee and Board of Governors, and the Supreme Court of Georgia, and through dedicated service rendered by the division’s members. In keeping with its motto of “working for the profession and the public,” the YLD has many hard-working committees that provide service to the public and the Bar through an array of projects and programs. Through the years, the division has also gained national recognition by winning several American Bar Association Young Lawyers Division Awards of Achievement for its projects and publications.

### Bylaws

The Bylaws of the Young Lawyers Division of the State Bar of Georgia were adopted in Jan. 20, 2007, and amended on April 18, 2009, Aug. 11, 2012, Oct. 31, 2014, and Jan. 10, 2025.

The YLD Bylaws can be found on the State Bar of Georgia’s website at [www.gabar.org](http://www.gabar.org).



# MEETINGS

## 2025-26 Board of Governors and YLD Meetings

### Fall

**Oct. 10-12, 2025**

Cloudland at McLemore Resort

Rising Fawn, Georgia

### Midyear

**Jan. 15-17, 2026**

Omni Hotel at The Battery Atlanta

Atlanta, Georgia

### Spring Board of Governors

**March 27-29, 2026**

The Ritz-Carlton Reynolds, Lake Oconee

Greensboro, Georgia

*\* Contract Pending*

### Spring YLD

**April 23-25, 2026**

Kimpton Hotel Arras

Asheville, North Carolina

### Annual

**June 11-14, 2026**

Omni Amelia Island Resort

Fernandina Beach, Florida

## 2024-25 ABA YLD Meetings

### ABA Annual Meeting

**Aug. 6-12, 2025**

Toronto, Ontario

## State Bar of Georgia YLD Reimbursement Program

The Young Lawyers Division sponsors a reimbursement program designed to encourage attendance at YLD meetings. Each reimbursement recipient will receive funding (up to \$200 per meeting) for travel expenditures.

Applicants for the reimbursement should be YLD eligible lawyers (State Bar of Georgia members under the age of 36 and/or the first five years of practice after being admitted to your first bar).

Application submission deadlines are below. Reimbursement awardees will be notified within one week after the application deadline.

For more information, contact Jessica Oglesby, YLD director, at 404-527-8778 or [jessicao@gabar.org](mailto:jessicao@gabar.org).

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_ Year Admitted to the Bar \_\_\_\_\_

Firm/Employer \_\_\_\_\_

Address \_\_\_\_\_

Which YLD meeting are you applying for funding to attend? Please note application deadlines:

<u>Meeting</u>	<u>Dates</u>	<u>Location</u>	<u>Application Deadline</u>
_____ Fall	Oct. 10-12, 2025	Rising Fawn, Georgia	Sept. 2, 2025
_____ Midyear	Jan. 15-17, 2026	Atlanta, Georgia	Nov. 3, 2025
_____ Spring	April 23-25, 2026	Asheville, North Carolina	Feb. 27, 2026
_____ Annual	June 11-14, 2026	Fernandina Beach, Florida	May 1, 2026

Bar associations of which you are a member \_\_\_\_\_

Are you actively involved in any bar association programs or projects? If so, please name them and briefly describe your involvement, including any positions held \_\_\_\_\_

\_\_\_\_\_

Describe how this reimbursement will further your involvement in the YLD \_\_\_\_\_

\_\_\_\_\_

Please explain your specific financial need, as well as your firm's role in supporting your travel to meetings (what type of travel budget do you have). \_\_\_\_\_

## MEETINGS

Please list pro bono participation and/or activities \_\_\_\_\_

Have you ever attended a YLD meeting? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you answered yes, please list the meeting(s) and date(s). If you answered no, please state your reasons for not having attended meetings in the past. \_\_\_\_\_  
\_\_\_\_\_

If awarded reimbursement through the YLD, you will receive up to \$200. You will receive the reimbursement after each meeting. Recipients are required to attend a majority of YLD functions for each meeting. You will be asked to provide receipts for which you are requesting reimbursement. The maximum reimbursement is \$200 for the meeting. Reimbursement will only be made for expenses for airfare, mileage, hotel, registration or meals incurred in connection with the meeting.

If you are unable to attend a meeting for which you have applied for reimbursement to attend, please notify the YLD director as soon as possible. This will allow another YLD member to be awarded the reimbursement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return your completed application by email, fax or mail to:

Jessica Oglesby, YLD Director  
State Bar of Georgia  
104 Marietta St. NW, Suite 100  
Atlanta, GA 30303  
404-527-8778  
Fax 404-527-8717  
jessicao@gabar.org





# COMMITTEES

## 2025-26 YLD Committees

### Child Protection and Advocacy

The purpose of this committee shall be to promote the objectives of the Young Lawyers Division within the field of Child Protection and Advocacy. The committee provides opportunities for young lawyers engaging in different areas of juvenile advocacy to connect.

**Zipporah Tillman and Mary Kathryn Velazquez**

### Community Service Projects

This committee provides opportunities for young lawyers to participate in local, state or national service projects focused on various social issues, such as working with organizations that address the needs of underprivileged children, hunger, domestic violence and the environment.

**Lyddy O'Brien and Nick Smith**

### Corporate Counsel

This committee addresses issues specific to young lawyers who practice in corporate legal departments, as well as those in private law firms that interact/represent corporate legal departments. The committee monitors and addresses legal developments in the areas of corporate governance and compliance, regulatory matters, mergers and acquisitions, ethics, human resources, technology solutions, privacy and partnerships with private law firms.

**Forrest Lind and Nicholas Shackelford**

### Criminal Law

This committee strives for the improvement of the criminal justice system, and where appropriate, seeks to implement changes. The committee annually sponsors CLE seminars and the Commitment to Justice Award.

**Devin Rafus and Erin Wingo**

### Disaster Legal Assistance

This committee coordinates emergency legal assistance for victims of natural disasters.

**Vacant**

### Estate and Elder Law

This committee is involved in the delivery of legal services to the elderly, monitoring legislation and other legal developments affecting the elderly community, and providing general information to older Georgians. This committee also oversees the Wills Clinic, which is a pro bono service project where attorney volunteers assist first responders in the preparation and execution of basic estate planning documents. The documents offered by the Wills Clinic include a Last Will & Testament, a Financial Power of Attorney and an Advance Health Care Directive.

**Chelsey Haun and Ben Walker**

### Ethics and Professionalism

This committee develops programs to assist lawyers in achieving the ethical and professional standards set forth for the legal profession and to make the public aware that lawyers are striving to meet and exceed these standards. This committee works with the Chief Justice's Commission on Professionalism and the State Bar's Committee on Professionalism. The committee recognizes one young lawyer who has demonstrated outstanding professionalism with its Ethics & Professionalism Award.

**Meagan Hurley and Meghan Pittman**

### Family Law

This committee provides educational and networking opportunities to young lawyers whose practice involves family law. The committee sponsors a networking event as part of the annual Family Law Institute, as well as an annual signature fundraising event, the "Supreme Cork," to raise money and awareness for causes involving family related issues in Georgia.

**Emily Long and Sarah Richardson Trahan**

### High School Mock Trial

This committee provides educational litigation experience to hundreds of high school students by sponsoring an annual statewide mock trial competition, sending a team to the national competition and holding a fall law camp. Young lawyers, judges and teachers throughout Georgia get involved in all levels of the competition as coaches, judges and committee members.

**Key Lamberth**

## 2025-26 YLD Committees

### Inclusion in the Profession

This committee facilitates, analyzes and presents initiatives and programs which promote and increase participation, retention and representation of Georgia's diverse young lawyers to more accurately reflect the makeup of our state. The committee includes young lawyers who have been historically underrepresented and is open to all YLD members interested in supporting these goals and interests.

**Mercedes Dickerson and Will Ortiz**

### Intellectual Property Law

This committee promotes communication among young lawyers practicing in the various areas of intellectual property law as well as networking with other practice groups to enhance the availability of business opportunities. The committee provides CLE programs as well as social activities that promote networking and Bar participation.

**Bianca Webb**

### Intrastate Moot Court Competition

This committee sponsors the annual Intrastate Moot Court Competition among students from Georgia law schools. It organizes and conducts all aspects of the competition.

**Vacant**

### Judicial Law Clerk

This committee serves the professional needs of, and addresses issues specific to, young lawyers serving as Staff Attorneys or Judicial Law Clerks in either State or Federal Courts throughout the state. In this regard, the committee monitors and addresses legal developments and issues facing the courts. Moreover, the committee provides a forum for young, practicing lawyers to gain insight from other young lawyers serving in the courts. The committee also sponsors CLE programs, covering topics of interest to Staff Attorneys and Judicial Law Clerks, and offers networking events throughout the year.

**Caleb Grant**

### Labor and Employment Law

This committee provides educational and networking opportunities by: (1) enhancing the role and skill of young lawyers engaged in the practice of labor and employment through the development and dissemination of materials and discussion on subjects of interest to young labor and employment law practitioners; (2) assisting in the formation, administration and implementation of programs, forums and other activities for the education of members in matters pertaining to labor and employment; and (3) recognizing and discussing means of improving the practice of law in the field of labor and employment through meetings and other social events.

**Dymond Anthony and Amber Porter**

### Law School Outreach Program

This committee seeks to communicate with each of Georgia's law schools and plan events where young lawyers can speak to students about getting involved in the YLD.

**Tom Church**

### Leadership Academy

This committee oversees the Leadership Academy by providing guidance and input for the application process and each of the program's six sessions.

**James Banter, Matt Caudell and Kelsie Speight**

### Leadership Academy Alumni Subcommittee

This committee provides continuing leadership development, community service, pro bono opportunities and networking opportunities for Leadership Academy alumni. The committee annually hosts a Holiday Luncheon and other events and programs to encourage members to sustain the relationships formed with their class, as well as forge new relationships with other alumni while serving the community. Members must be Leadership Academy graduates.

**Alex Clark**

## 2025-26 YLD Committees

### Legal Food Frenzy

This committee coordinates with the Office of the Attorney General to host the statewide “Legal Food Frenzy,” a food drive and fundraiser competition among Georgia’s law firms, law schools and other legal organizations. The committee partners with community legal leaders across the state to spread awareness about Georgia’s hunger problems, and to make a significant impact by gathering both canned food donations and monetary donations to help those affected by hunger in the state. Community leader sign-ups begin on March 1, and the competition runs from late April to May 1.

**Alexa Dato-Caudell**

### Legislative Affairs

This committee promotes education and involvement in the state legislative process. Working with the State Bar, the committee promotes Bar and/or YLD-initiated legislation and assists other YLD committees in legislative-related matters, including co-hosting the annual legislative luncheon with the Leadership Academy.

**Austin Bennett and Megan McCulloch**

### Litigation

This committee addresses the needs of younger litigators by sponsoring litigation themed lunch-and-learns, CLEs and socials. The committee also places an emphasis on social activities as well as service to the community, fostering networking among the members.

**Bubba Dunn and Holly Stephens**

### Business Law Subcommittee

This subcommittee addresses issues specific to young lawyers whose practice involves either commercial litigation or commercial transactions. The subcommittee monitors and addresses legal developments in the areas of business, commerce and finance on both federal and state levels.

**Nathan Miles**

### Federal Law Subcommittee

This subcommittee of the YLD Litigation Committee addresses issues specific to young lawyers whose practice involves federal litigation. The subcommittee provides opportunities for young lawyers engaging in different areas of federal practice to connect.

*Vacant*

### National Moot Court Competition

This committee conducts the Region V competition of the National Moot Court Competition.

**Jamie Christy and Douglas Comin**

### Public Interest Internship Program

This committee oversees the Public Interest Internship Program (PIIP) and acts as a liaison to other public interest organizations.

**Keona Blunt and Nick Lewis**

### Real Estate Law

This committee promotes communication among young lawyers practicing in the various areas of real estate law as well as networking with other practice groups to enhance the availability of business opportunities. The committee provides CLE programs as well as social activities that promote networking and Bar participation.

**Erika Harris Fritz and Courtney Glasker**

### Signature Fundraiser

This committee plans and executes the YLD Signature Fundraiser which benefits an organization of the YLD president’s choosing.

*Vacant*

### Solo Practice/Small Firm

This committee seeks to provide opportunities for and support to solo practitioners and young lawyers who work in small firms. Recognizing that the economy and many other factors contribute to young lawyers hanging their own shingles, this committee focuses on providing discounted CLEs, organizing networking events and creating projects aimed at sharpening the skills and increasing the success of active member participants.

**Morgan Boulineau and Angie Holloway**

### Sports Law

This committee seeks to create engaging and exciting programming for young lawyers centered around their shared love for sports. The YLD Sports Law Committee offers a platform for young lawyers to explore the world of collegiate and professional sports, while also expanding their professional networks and enhancing their legal skill sets.

**Joy Bonner**

## 2025-26 YLD Committees

### Wellness

This committee is meant to help young lawyers navigate the stresses of the profession by creating and promoting programs that emphasize health and wellness, including physical, emotional and mental well-being, and increase awareness of existing Bar programs that deal with such issues.

**Kristen Holder and Cameron Roberts**

### William W. Daniel National Invitational Mock Trial Competition

This committee hosts an annual criminal mock jury trial competition among law students. The talented competitors are law students hailing from law schools across the country. All Georgia law schools are also invited to participate. Every summer, the William W. Daniel National Invitational Mock Trial Committee sends hundreds of applications to ABA accredited law schools. Only 18 schools are invited to compete in this well known competition named in honor of the late Judge William W. Daniel of the Superior Court of Fulton County.

**Matt Jones**

### Women in the Profession

This committee's mission is to ensure the success of women attorneys just beginning their careers by providing a forum for dialogue and ideas on multicultural concerns of women, sponsoring programs directed to business and professional development, organizing networking activities, and supporting organizations and causes which advance the status and progress of women in society.

**Cayton Chrisman and Olivia Mercer**

### Workers' Compensation

This committee is aimed at young lawyers whose practice involves representing claimants, employers, insurers and servicing agents in workers' compensation claims. This committee seeks to be a resource to young workers' compensation attorneys by providing relevant and useful information to help navigate the workers' compensation arena; creating guidance and mentorship opportunities by connecting young attorneys with seasoned workers' compensation attorneys; and facilitating social and networking opportunities throughout the state of Georgia.

**Dagem Araya and Andrew Skibeil**

## Committee Chair Guidelines

The following outline attempts to address the main topics involved in running a successful committee: getting started, holding meetings, reporting and ensuring continuity. It is not intended to be a comprehensive guide. It is a list of general ideas on how to make a committee work efficiently and effectively.

### I. GETTING STARTED

- A. **Set Goals and Deadlines Early.** As leader of the committee, your primary function is to generate enthusiasm for your meetings and projects and keep the projects flowing. You should take some time prior to setting the first meeting to think about what you want to accomplish during the year. You don't need to have fully hatched plans for the committee; rather, you need to float good ideas and see what develops. The YLD office is a good resource for information about what may have been done in the past or what similar committees might be doing. In addition, ideas can be found on the ABA YLD website ([www.americanbar.org/groups/young\\_lawyers/](http://www.americanbar.org/groups/young_lawyers/)) and on other state bar's websites (see [www.tyla.org](http://www.tyla.org) and [www.flayld.org](http://www.flayld.org).) The first meeting should be devoted to talking about and formulating one or more goals for the year, and then setting a timetable for achieving each goal. This is the most important thing to accomplish. Aim to maintain momentum throughout the year; holding one event at the beginning of the YLD year, with none towards the middle and end, is not desirable and can cause disunity amongst the committee members.
- B. **Co-Chairs.** If you have a co-chair, schedule an advance planning meeting with that person to divide up responsibilities and to make sure you are both on the same page about the committee's goals for the year. Be sure to keep in communication during the year, particularly in advance of committee meetings and events.
- C. **Recruiting Committee Members.** The YLD sends a recruitment postcards at the end of each summer to recruit YLD members to sign up for committees. The YLD office will forward to you a list of the persons who have signed up for your committee. In addition, you should utilize your own network to recruit committee members. If there is a specific task that requires a unique skill set, do not hesitate to call someone you know who fits the bill and invite them personally to join the committee and take on the task. The key to recruiting and retaining committee members is communicating to them, through words and by delegating tasks and seeking advice, that they are a vital member of the committee. This will provide them ownership and make

them feel a part of something larger than themselves, both of which act as internal motivators.

- D. **Motivating Committee Members.** Remember that part of your job is generating enthusiasm and keeping the ball rolling. That means, at a minimum, keeping your members informed and continuing to move forward. Some suggestions:

- Be aggressive in involving committee members, even if a member misses a meeting, send an email about the meeting and what was accomplished, and continue to send meeting notices to all members.
- Send a meeting summary to committee members with reminders of what they volunteered to do. This can be accomplished through social media pages or email lists.
- Recognize your committee members who go above and beyond the call of duty, or who truly work hard.
- Should your project become stalled for reasons outside of your control, continue to hold meetings. Consider creating smaller, short-range goals until you can get back on track.

### II. MEETINGS

- A. **Holding Meetings.** Meetings should be held early and often. As soon as possible, set a regular meeting time for your committee (e.g., the third Thursday at noon) so that all committee members can calendar the meeting. You may want to vary the location around the state. The Bar Center offers a number of meeting rooms, teleconference capabilities and free parking to Bar members. You can contact the YLD office to check availability on meeting space and make reservations.

The timing of the meeting can be crucial. Lunch meetings often ensure a good turnout as well as Thursday afternoon meetings where hors d'oeuvres and beverages can be served to entice lawyers trying to wind down their weeks. Most food items can be catered and those expenses can be taken out of the committee's budget. (Alcohol is not a reimbursable expense.)

Providing members with strong speakers is one way to increase turnout and interest in your committee. This provides members value and a reason to take time to attend a committee meeting.

- B. **Have a Written Agenda for Every Meeting.** As your committee's leader, it is your job to prepare and stick to a written agenda for each meeting. You should circulate the



## Committee Chair Guidelines

agenda prior to the meeting and request members to get back to you about any ideas or changes.

- C. **Keep Written Minutes of the Meeting.** Assign a committee person who will be attending meetings regularly to keep minutes of every meeting. A form has been provided in your handbook. Provide the minutes to the YLD Director and your committee members as soon as possible after the meeting. Make sure your next meeting and upcoming events are listed so that they can be added to the YLD calendar.
- D. **Low Attendance.** Sometimes, only three or four members may show up for a committee meeting. If this happens, you may need to change your regular meeting time or place. Don't get discouraged—persistence will pay off!

### III. REPORTING

- A. **Meeting Minutes and Correspondence.** See above for discussion of the minutes. In addition, please ensure that all committee reports, meeting notices and general correspondence are forwarded to the YLD Director.
- B. **YLD Newsletter.** *The YLD Review* is a valuable resource in generating interest in or reporting about your committee or project. Write an article and send along a high-resolution photograph of your committee at work. You should also submit your meeting notices, calendar of events or other items of interest. The YLD newsletter deadlines are:  
 Volume 67, Issue 1: Sept. 1, 2025  
 Volume 67, Issue 2: Nov. 1, 2025  
 Volume 67, Issue 3: Feb. 1, 2026  
 Volume 67, Issue 4: May 1, 2026  
 These are hard deadlines. No extensions will be granted without approval from the YLD newsletter editors and the YLD president.
- C. **Awards of Achievement.** Each year, the YLD submits a package of all of its committees' accomplishments to the American Bar Association for consideration for the Awards of Achievement. The Georgia YLD has been quite successful with its submissions in the past, winning awards for its newsletters and community service projects. It is the committee chair's responsibility to get the information for the Award of Achievement together and forward it to the YLD office following each project. Include copies of all correspondence, photographs or videos of the projects, flyers or other items generated by your committee for part

of your submission. Your task in preparing for the Award of Achievement submission is made much easier by keeping it in mind as you go.

- D. **YLD Business Meetings.** The YLD generally meets four times each year: the Midyear Meeting of the State Bar of Georgia, as well as three other times in accordance with the Bylaws. All committees should provide a written report of the committee's activities to the YLD office no later than 15 days in advance of each YLD meeting to be delivered at the meeting.

Even though these meetings are not mandatory as part of your duties as chair, they are beneficial. You will be able to report on your committee's work and recruit members from around the state. The meetings also provide informal and leisurely opportunities to exchange ideas. In addition, they provide excellent opportunities for networking and meeting colleagues in person.

#### YLD Fall Meeting

Oct. 10-12, 2025

Cloudland at McLemore Resort

Rising Fawn, Georgia

*(in conjunction with the Board of Governors)*

#### YLD Midyear Meeting

Jan. 15-17, 2026

Omni Hotel at the Battery Atlanta

Atlanta, Georgia

*(in conjunction with the Board of Governors)*

#### YLD Spring Meeting

April 23-25, 2026

Kimpton Hotel Arras

Asheville, North Carolina

#### YLD Annual Meeting

June 11-14, 2026

Omni Amelia Island Resort

Fernandina Beach, Florida

*(in conjunction with the Board of Governors)*

- E. **Other Publications.** All content for publication must be approved in advance by the YLD Executive Committee. This includes any information published on the internet, including on websites, listservs, blogs, social media, etc. The State Bar has established policies on websites and emails, which are located in this handbook.

## Committee Chair Guidelines

### IV. FINANCES

- A. **Budget.** Each committee is given a monetary allotment for the year. Your committee's budget is contained under the Financial Information tab in this handbook. Expenditures should not exceed that amount.

Committee chairs shall be responsible for the preparation of budgets for their respective committees. The budget for the amount allotted for the current Bar year and any anticipated funds raised should be sent to the YLD director for approval by the treasurer no later than Sept. 30.

In addition, a proposed budget for the anticipated expenses and anticipated fundraising during the next Bar year should be sent to the YLD director and treasurer no later than Dec. 31 in order to ensure sufficient funding is allocated during the following Bar year. Any changes to the proposed budget should be communicated as soon as they are learned to facilitate the budgeting process.

If you are planning special events or believe your committee may exceed its allotted amount, think about how your project could dovetail with another, similar committee of the YLD or even the State Bar, and try to tap into the other committee's resources. You can also consider raising funds from outside sources, sponsors, friends of the Bar and/or foundations. Be sure you talk with the YLD director prior to commencing such a campaign. More information on fundraising is contained in this handbook.

- B. **Expenditures.** Expenditures should be made according to the committee's budget. Amounts allocated to committees must be used by June 30, or they will revert back to the State Bar of Georgia's general operating fund.

The State Bar has negotiated discounts with various vendors. Contact the YLD office to take advantage of them.

Because amounts allocated to committees are derived from Bar dues and the Bar is committed to being fiscally prudent with the use of Bar dues, committee allocations may **NOT** be used for the following:

- Alcohol
- Duplicating, mailing or faxing of materials. Committees should utilize the resources of the State Bar of Georgia for the reproduction and distribution of written materials, or absorb the cost should committee chairs or members duplicate and mail or fax materials from their office.
- Travel expenditures such as mileage and parking for committee chairs, members or speakers.

- Speaker appreciation gifts. Please contact the YLD office for speaker appreciation gifts.
- Reimbursement of members or speakers for time spent by them or any partner, associate, paralegal or other employee in connection with committee activities.
- Charitable contributions. Any individuals making such commitments shall be personally liable therefore.
- To pay for CLE credit for committee members, chairs or speakers.

In addition, committees should structure fees for programs, CLEs and other functions, or augment fees by means of sponsorship income, to operate such events on a financially self-sustaining basis to minimize the extent to which funds derived from the dues of non-attending Bar members are used to sustain such events. Should estimated costs for a program or event exceed proposed revenues, or if other circumstances exist, such as the poor overall financial condition of the committee, the YLD Executive Committee may require the committee to adjust the proposed fee or otherwise augment revenues.

Payment is not authorized for expenditures incurred by any committee except as provided for in the budget of such committee. Prior to drawing a State Bar of Georgia check for payment of any committee expenditure, the YLD office shall verify that such expense is a budgeted item and sufficient funds remain for such purpose.

- C. **Reimbursement.** Requests for reimbursement should be submitted to the YLD office within 30 days of the expenditure. The reimbursement form is included in this handbook. You must include all receipts, invoices, etc., and deliver to the YLD office. Backup is required in order to cut a check. A receipt showing items as "paid" and/or a zero balance is required by accounting to process your reimbursement. Copies of your credit card statement are not permissible as receipts. In addition, the reimbursement form must be accompanied by the ABA Project Information Form describing the committee project.

All reimbursements over \$100 and not listed in the committee's approved budget must be pre-approved by submitting a request to the YLD office two weeks prior to expenditure. If pre-approval is not obtained, no reimbursement will be available. Some requests may require the YLD office to receive approval from the YLD president and/or YLD Executive Committee.



## Committee Chair Guidelines

**D. Other State Bar Finance Rules.** No committee shall have funds or bank accounts of its own, as all transactions connected with committee activities shall be reflected in the appropriate State Bar of Georgia/YLD account.

All funds received by a committee shall be remitted to the YLD, and all expenditures on behalf of a committee shall be paid by check of the State Bar of Georgia.

### V. RESOURCES

**State Bar Staff.** The YLD Coordinator is available to assist the committees, but does not carry out the work of committees. The YLD Coordinator will be able to help with coordinating meeting notices (given sufficient time), arranging for conference rooms, establishing video and teleconference connections, administering expense reimbursements and communicating with the YLD Executive Council.

### VI. CONTINUITY

The Bar year often seems incredibly short for committee chairs to accomplish any goal. In addition, the YLD's Bylaws provide that no person may chair a single committee for more than two years in a row. Some ways to ensure that the work done by your committee does not get lost in the shuffle of a long or a new year:

- Appoint a co-chair or vice chair, with the consent of the YLD president and the YLD president-elect, with the understanding that this person will become chair in the future.
- All letters, agendas, minutes, award of achievement submissions and other documents must be passed along to the next year's chair(s). Preparing a notebook is a great way to do this.
- Write an informal year-end summary for the notebook telling what was done, what was rejected and what not to do.
- Chairs are appointed by the YLD president to serve concurrently with him or her. Be on the lookout for committee members who would be good successors to you and recommend them to the YLD president-elect.

### VII. MISCELLANEOUS

- A. **Legislation.** All positions on legislation must be approved by the Board of Governors of the State Bar. Committees are not permitted to lobby, except in conjunction with a concerted and approved State Bar effort.
- B. **Use of Bar Center.** Committee meetings may be held at the Bar Center with advance notice. Contact the YLD Administrative Assistant to schedule space.

**C. Committee Chair Orientation.** All committee chairs are highly encouraged to attend the YLD Committee Chair Orientation.

**D. Needs Analysis/Long Range Planning.** The YLD Executive Committee annually develops organizational goals for the year. In addition, during the Bar year, the YLD will be conducting a needs analysis and developing a long range plan to ensure that the YLD and its committees are meeting the needs of the YLD members.

Committee projects should be geared to fit within the organizational goals of the YLD, to meet the needs of YLD members and to further the purposes of the YLD, as set forth in the YLD Bylaws. Care should be taken in developing projects to ensure that they constitute a service to the profession or the public that is broad in scope. In addition, projects should not promote specific ideologies or religions.

### PRACTICAL TIPS FOR COMMITTEE CHAIRS

#### Planning the Meeting

- » **Meeting Notices:** Give members notice well in advance of meetings or set the schedule for the year and stick to it. Committee members will be more likely to prepare and follow through if they see the big picture of meetings and deadlines.
- » **Charges:** It would be difficult to chair a committee if you did not know what the President and the Executive Committee expected of the group. If he or she has not charged the committee with specific, measurable goals, then ask for clarification or set your committee goals and clear them with these individuals.
- » **Time Management:** Committee members' time is valuable. Let them know this by thanking them for attending and showing respect for their time. Start and end your meeting on time. If work isn't completed within the meeting timeframe, suggest a conference call in the interim. Make every minute count.
- » **Committee Composition:** A word about overly large committees and "dead weight"—if, as the committee chair, you cannot figure out why some people volunteer without commitment or even showing up for meetings, speak to the YLD director about replacing them with more effective members or paring down the committee to a manageable size.
- » **Orientation:** Committee volunteers will appreciate a short briefing at the start of the year to learn what is expected of them. For instance, how many meetings will be required, and

## Committee Chair Guidelines

how many hours will they need to give? This is also the time to indicate that though everyone is a volunteer, accountability and follow-through will be required to serve the committee.

- » **Subcommittees:** To accomplish more work on a timely basis, consider appointing subcommittees from among your members. A subcommittee or task force is smaller, more agile and can get the work done faster in many instances.
- » **Publicizing:** Publicizing a meeting is important. A committee can host a tier-one event, but if no one is aware of it, then no one will attend it. Creating an email list, listserv or Mailchimp account and maintaining an active membership list is one way to maximize event visibility. Committees are also recommended to reach out to the YLD director or administrative assistant for assistance in creating social media posts or pages, and to post pictures and other information to maintain an active presence to its members. If a separate social media account is created for the committee, it must be approved by the YLD director and president. Remember to publicize in advance as well as take photographs and memorialize the event afterwards. Highlighting past events can generate interest and activity as well.

### At the Meeting

- » **Seating:** Don't miss the opportunity to plant yourself at the best seat at the table. That's not usually hidden in the corner or crowded among members. You want to be seen and have room to spread out—take advantage of the power of seating by arriving first.
- » **Guests and VIPs:** From time to time you may have a guest or non-committee member sit in the meeting. Treat them with respect by making them feel welcome and introducing them to the other members.
- » **Agenda:** The agenda keeps the meeting moving. It serves as a guide for committee members to gauge how long the meeting will last and how much discussion each item should receive. A meeting without an agenda allows for rambling discussions and sidebar chatter as members wait for the next topic.
- » **Forms:** It may help to have forms that make record keeping easier. Committees use forms to record motions, for sign-in rosters, for taking minutes and to report to the YLD Executive Committee. Consider the forms that will best serve your needs and streamline the work. Be sure to keep forms and materials that are generated for the committee in a central place—a notebook, Google doc or Dropbox account—in order to pass it on to future committee chairs.

- » **Flipchart:** A flipchart offers multiple purposes—some of them psychological. You may need to take charge of a meeting by walking to the flipchart to make a point. Or you can emphasize a point by using it to outline a plan, draw a chart or create a calendar, for example. Another use of a flipchart is for the member who likes to spout out ideas but seldom offers any details. Ask him or her to outline the idea on the flipchart, which usually silences them or helps to make their point.
- » **Performance Criteria:** Every committee project can be measured in various ways. For example, if the project is education—are you seeking to generate revenue, position the organization or enroll new members? Each volunteer will have a different perspective that you as chair will want to take into account and then set criteria for determining success.
- » **Minutes:** Committees should use minutes to report to the non-attending members, the YLD director and the YLD president on actions and to record commitments, deadlines and action steps. The chair is too busy to run the meeting and take the minutes, so seek a volunteer willing to actively listen and take good notes.
- » **Diplomat and Traffic Cop:** As committee chair, you'll have to keep members focused. If sidebar conversations develop, bring attention back to the agenda and pertinent discussions. It's okay to ask that cell phones be silenced and discussions stay focused.
- » **Take Action:** Simply stated, "Actions speak louder than words." Read the minutes of your last meeting. Are they simply reports and discussions—or do you see a clear course of actions, steps and progress?
- » **Summarize:** Every agenda item creates discussion. It is important that the chair summarize what is understood for the group. If someone says let's raise the fees and another member says we should offer discounts, it is up to the chair to bring about consensus. Try something like, "those are good points, what I think I hear you saying is we should offer seminars that make money for the organization but are discounted for members."
- » **Calendars:** Bring a calendar to the meeting—it's an important tool for setting the project deadlines and planning activities. It's easier to discuss the next meeting with a calendar in sight than to say you'll be announcing the meeting when you get back to your office.
- » **Handouts:** Give members the information they need for decision making. If it's a contract to review, make enough

## Committee Chair Guidelines

copies to distribute—don't just read it to them. The same applies to agendas and other documents. By distributing information in advance, volunteers can review and prepare for your meeting.

- » **The Big Picture:** The chair must envision the organization's overall "big picture" (i.e., strategic mission and goals) and how the committee's work fits in. Try not to look at each goal as a successive project (one activity to achieve before tackling the next), but how you can advance the goals simultaneously. For example, if you are charged with developing several educational seminars, don't just plan one per quarter, but schedule a full year of seminars, sponsors and speakers.
- » **Rules of Order:** Rules of order are encouraged. They don't have to be formal but the position of chair should be respected, motions should be made and seconded before debate, and members should be recognized before speaking. Chaos develops if everyone speaks at once.

### After the Meeting

- » **Reports:** Each committee Chairperson shall submit to the President, Secretary and such other persons or committees as designated by the President, written reports of the activities of their respective committee. Reports may be submitted at intervals as required or desired by the President.

# Sample Committee Update Report Form

This is a sample Committee Chair Report Form, which is available [online](#). Use it to update the YLD director and president on your committee's activities. The YLD includes these reports in the State Bar of Georgia Board of Governors materials to highlight committee progress throughout the Bar year.

Committee \_\_\_\_\_

Chair(s) \_\_\_\_\_

Type of Activity      ☐ Meeting      ☐ CLE      ☐ Service Project      ☐ Networking/Social      ☐ Other

Date of Activity \_\_\_\_\_

Location of Activity \_\_\_\_\_

Description of Activity (include number of participating young lawyers as well as other attendees, goal of the activity and results of the activity)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

Please return to YLD Director Jessica Oglesby at [jessicao@gabar.org](mailto:jessicao@gabar.org)  
and YLD Coordinator Jamie Goss at [jamieg@gabar.org](mailto:jamieg@gabar.org).

## YLD Event Planning Guide

### *Tips, Timelines and Tools for a Successful Event*

#### Phase I: Brainstorming—Before You Start Planning

Start with the basics:

- What type of event are you hosting?
  - ☐ CLE
  - ☐ Fundraiser
  - ☐ Networking or Social Gathering
  - ☐ Service Project
- Where will the event be held?
  - ☐ State Bar of Georgia headquarters
  - ☐ Online (via Zoom or other platform)
  - ☐ External venue
- Do you need any of the following?
  - ☐ Food and beverages
  - ☐ Speakers or special guests
  - ☐ Audio-visual equipment or Zoom access
  - ☐ Event space (in person or virtual)
- How many people do you expect to attend?
- How will the event be funded?
  - ☐ YLD budget
  - ☐ Fundraising
  - ☐ Sponsorships
- Would a partner help?
  - ☐ Another YLD committee
  - ☐ Outside organization or nonprofit
- How can your committee be involved?
  - ☐ Assign roles for communication, logistics, speaker outreach, registration and hospitality

#### Phase II: Planning—Organize the Details

Use this checklist to stay on track:

- Set a date, time and location.
  - Coordinate with YLD staff to confirm availability and avoid conflicts with other Bar or YLD events.
    - ☐ External venue contracts must be reviewed by the YLD director, approved by Bar counsel and signed by the State Bar executive director. **No committee chair or member may sign an external venue contract.**
- Secure speakers and finalize content.
  - Prepare an outline or agenda—especially important for CLEs.
- Complete the necessary forms online.
  - ☐ Submit the [YLD CLE Approval Form](#) (if applicable).
  - ☐ Submit the YLD Event Planning Form at least three weeks in advance.
- Coordinate registration.
  - Online sign-up forms can be set up through the YLD office.

## COMMITTEES

- Publicize your event.  
Work with the YLD team to promote your event through:
  - ☐ YLD social media (Facebook, LinkedIn and Instagram)
  - ☐ YLD e-newsletter
  - ☐ State Bar website event calendar
  - ☐ Your committee's email list
- Gather program materials.  
Include items such as outlines, speaker bios, PowerPoint slides and printed handouts.
- Arrange catering, if needed.
  - ☐ Send the final headcount to the YLD coordinator three to five business days in advance.
  - ☐ Refer to the YLD catering list on page 31.

### Phase III: Execution—Event Day

- Arrive early.  
Confirm that AV, signage and seating are in place.
- Display a printed QR code for participant sign-in.  
The YLD coordinator will provide the code.
- Take photos for social media and recap purposes.
  - ☐ Make sure “Live Photos” is turned off when taking pictures.
- Be present and available.  
Greet attendees, assist speakers, and troubleshoot as needed.
- Enjoy the event!  
You worked hard—take a moment to celebrate your success.

### Phase IV: Follow-Up—Wrap Things Up

- Submit the CLE sign-in sheet to the YLD coordinator for processing.
- Send thank-you notes to speakers.  
Email the YLD coordinator the speakers' names and mailing addresses for gifts.
- Submit any outstanding receipts or invoices to the YLD team for reimbursement.
- Report the results.  
Include an event summary in your next committee report.
- Reflect and share.  
What went well? What could improve for future events?

### Helpful Contacts

- Jessica Oglesby, YLD Director  
jessicao@gabar.org
- Jamie Goss, YLD Coordinator  
jamieg@gabar.org

## YLD Committee Meeting Catering

Below are some preferred catering options for your meeting. You are not limited to these vendors—a member of the YLD staff can assist you in selecting a catering option that best suits your event. Once you've made your selection, YLD staff will place the order on your behalf and debit your committee's budget. The Bar Center provides complimentary sodas (Coke, Diet Coke and Sprite), water and coffee. Please note: committee budgets may not be used to purchase alcohol.

**Chick-fil-A**

[www.chick-fil-a.com](http://www.chick-fil-a.com)

**Corner Bakery Cafe**

[www.cornerbakerycafe.com](http://www.cornerbakerycafe.com)

**Jason's Deli**

[www.jasonsdeli.com](http://www.jasonsdeli.com)

**Moe's**

[www.moes.com](http://www.moes.com)

**Serendipity**

[www.atlcatering.com](http://www.atlcatering.com)

### Bar Counsel's Review of Bar-Related Contracts

No State Bar-related contract shall be executed without first having been reviewed by Bar Counsel. This review is necessary so that Bar Counsel can assist you in preventing loss and to insure that insurance, indemnity and limitation of liability issues, especially those that are unique to the State Bar, are adequately contemplated.

For all State Bar contracts, the "State Bar of Georgia" shall be identified as the contracting party and the Executive Director is the State Bar's designated signatory unless another signatory is approved.

At the earliest possible stage in considering a contract, including, but not limited to, contracts for services, entertainment, use of facilities,

independent contractors, member benefits, promotions, publishing or purchasing, you shall email a Word version of the contract to YLD Director Jessica Oglesby at [jessicao@gabar.org](mailto:jessicao@gabar.org), to be forwarded to Bar Counsel, who will review it for legal sufficiency. The review process can take up to five days for basic contracts or two to three weeks for more complex contracts. Bar Counsel will review the contract and provide you with comments, concerns and/or proposed modifications that you should address before signing the contract.

In order to avoid delays in the execution of the contract, please include Bar Counsel early in the contract process to allow ample time for review and modification. Once the contract is signed by all parties, provide Bar Counsel with a copy of the executed contract.



## Sample YLD CLE Approval Form

Please provide the following information so that your proposed CLE course can be submitted for approval into the online portal. This form is also available [online](#). You will be notified of the status of your course once it has been reviewed by the Commission on Continuing Lawyer Competency.

### COURSE INFORMATION

Course Name \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

#### CLE Format

- ☐ In-Person Attendance  
(Not In-House and Not Distance Learning)

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

- ☐ In-House  
Law firms, corporate legal departments and similar entities develop and present CLE activities to assist their member attorneys in maintaining their professional competence. Even if outside presenters are used, these seminars are considered In-House.

- ☐ Distance Learning  
Remote attendance (online, webinars, live webcasts and other distance learning formats).

#### Registration Fee

- ☐ Registration Fee for the Attendee
- ☐ No Registration Fee for the Attendee

### INSTRUCTIONAL HOURS

Total \_\_\_\_\_

*Total number of hours for the entire program. This includes all instructional hours but does not include breaks or introductions. (60 minutes=1 CLE hour; round down to the nearest half hour)*

Ethics \_\_\_\_\_

*Are any of the program hours Ethics? If yes, how many? (60 minutes=1 CLE hour; round down to the nearest half hour)*

Trial \_\_\_\_\_

*Are any of the program hours Trial? If yes, how many? (60 minutes=1 CLE hour; round down to the nearest half hour)*

Professionalism \_\_\_\_\_

*Are any of the program hours Professionalism? If yes, how many? (60 minutes=1 CLE hour; round down to the nearest half hour) Please see the next page for required supporting documents.*

### SUPPORTING DOCUMENTS

Submit with this request the following information:

- A brochure or other such outline that:
  1. describes the course content,
  2. identifies the faculty and states their qualifications,
  3. lists the topics by title, and
  4. shows the time schedule for each topic, for breaks, for lunch, etc.
- Include a copy of the course materials that will be distributed to each attendee.
- Professionalism Requirements:
  1. Professionalism CLE applications should demonstrate how the CLE will create a forum in which lawyers, judges, and legal educators can explore and reflect upon the meaning and goals of professionalism in contemporary legal practice. Please state the professionalism learning objective for the professionalism CLE program and explain what professionalism concepts will be highlighted during the professionalism CLE program.
  2. Explain how the professionalism CLE session of your CLE complies with Rule 5 of the 2019 Revised Professionalism CLE Guidelines.

*The following file types are accepted: PDF, PowerPoint, Excel, Word, Text, MP3, MP4, MOV.*

### SUBMITTED BY

Name \_\_\_\_\_ Date \_\_\_\_\_

Return form and supporting documents to Jessica Oglesby at [jessicao@gabar.org](mailto:jessicao@gabar.org).

## ABA YLD Awards of Achievement

### What They Are

The Awards of Achievement are presented by the Young Lawyers Division of the American Bar Association to the affiliates that have accomplished the most during the previous bar year. The objectives of the Awards of Achievement are to provide an opportunity for local, state, and national YLD affiliates to obtain national recognition for well planned and executed programs that contribute significantly to the public good and to the betterment of the profession.

The Awards of Achievement also provide affiliates an opportunity to exchange ideas and obtain readily accessible information about the projects of other affiliates. In addition, it provides affiliates with a method of comparing and evaluating their programs with those of other affiliates.

### Your Role as Committee Chair

Each year in June, the YLD submits a package of all of its committees' accomplishments to the American Bar Association for consideration for the Awards of Achievement. The Georgia YLD has been quite successful in its division in the past.

It is the committee chair's responsibility to get the information for the Awards of Achievement together and forward it to the YLD director after every project is accomplished. This is an ongoing effort that in the past has taken place in the spring, but now involves your cooperation year long after each and every project. Please fill out the project submission form so that we don't have to contact you asking for it. You will not get reimbursed for expenses without filling out the project information form. Please also submit copies of all correspondence, photographs, or videotapes of the project, flyers, or other items generated by your committee for part of your submission. This is not optional! Your task in preparing for the Awards of Achievement submission is made much easier by keeping it in mind as you go.

Send correspondence to:

Jessica Oglesby, YLD Director  
State Bar of Georgia  
104 Marietta St. NW, Suite 100  
Atlanta, GA 30303  
404-527-8778 | Fax 404-527-8717  
jessicao@gabar.org

## Project Information Form

This form must be completed for all single project service to the bar, public and comprehensive applications. One form must be completed for each project included in a comprehensive application as well as for each single project application entry.

Affiliate Name **State Bar of Georgia Young Lawyers Division**

Project Title \_\_\_\_\_

(If Comprehensive Application) Project ID # \_\_\_\_\_

1. Type of Project

☐ Service to the Public ☐ Service to the Bar

2. Degree of Change or Growth

☐ New Project this Year ☐ Project Continued from Previous Year

3. Project Description

Please provide a brief description (250 words or less) of your project. Be sure to include a description of the role(s) played by the young lawyer volunteers in the undertaking of this project; any products resulting from the project; and in the case of continuing projects, if they have been expanded and how.

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4. Needs Assessment

What was the reason for undertaking this project? (e.g., was the project internally or externally motivated?; was there a need in the community for the project?; was there a target audience?)

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5. Achievement of Goals/Impact

A. What were the goals and objectives of the project and how were they met?

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B. If the goals were not met, why not?

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C. Will this be a recurring project? If yes, will you make any revisions?

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#### 6. Degree of Participation by Members

A. How many YLD members actually participated in this project? (Consider young lawyer involvement in all the different stages of the project: planning, organization, implementation and/or presentation.)

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Please indicate how many:

\_\_\_\_\_ YLD leadership (officers, directors, representatives)

\_\_\_\_\_ YLD committee members

\_\_\_\_\_ YLD general membership

B. Was the project conducted with the senior bar? ☐ Yes ☐ No

C. What other groups or individuals participated and in what numbers?

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#### 7. Budget

A. What was the cost of this project excluding in-kind/donated services?

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B. How was the project funded?

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#### 8. Supporting Documents

Do you have any flyers or photos from the event/project?



# **FINANCIAL INFORMATION**

## 2025-26 YLD Committee Budget

Child Protection and Advocacy	\$350
Community Service Projects	\$1,250
Corporate Counsel	\$200
Criminal Law	\$500
Disaster Legal Assistance	\$100
Estate and Elder Law	\$1,500
Ethics and Professionalism	\$350
Family Law	\$750
High School Mock Trial	--
Inclusion in the Profession	\$1000
Intellectual Property Law	\$750
Intrastate Moot Court Competition	\$1,250
Judicial Law Clerk	\$650
Labor and Employment Law	\$1,000
Law School Outreach	\$2,000
Leadership Academy	\$18,500
Leadership Academy Alumni Subcommittee	\$2,500
Legal Food Frenzy	\$1,500
Legislative Affairs	\$700
Litigation	\$2,500
Business Law Subcommittee	\$350
Federal Law Subcommittee	--
National Moot Court Competition	--
Public Interest Internship Program	\$3,750
Real Estate Law	\$500
Signature Fundraiser	\$3,250
Solo Practice/Small Firm	\$500
Sports Law	\$150
Wellness	\$700
William W. Daniel National Invitational Mock Trial Competition	\$800
Women in the Profession	\$1,250
Workers' Compensation	\$350

## Sample Committee Reimbursement Form

Description of expense items \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested by \_\_\_\_\_ Amount \$ \_\_\_\_\_

Make check payable to \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of YLD committee \_\_\_\_\_

1. Attached Project Information Form must be completed or Committee Reimbursement Form will not be considered.
2. Prior authorization from YLD Director Jessica Oglesby ([jessicao@gabar.org](mailto:jessicao@gabar.org)) must be obtained for expenses over \$100 unless approved on committee line item budget. (Attach with form.)
3. Attach supporting invoice or documentation (e.g., copies of receipts, etc.).
4. Allow 2-3 weeks for all reimbursements.
5. All requests must be submitted before the end of the Bar year (June 30) to qualify for reimbursement.
6. Committee funds cannot be used for alcohol or travel reimbursements. See Committee Chair Guidelines, IV(B) for other restrictions.
7. Email, fax or mail requests to:

Jamie Goss, YLD Coordinator  
State Bar of Georgia  
104 Marietta St. NW, Suite 100  
Atlanta, GA 30303  
[jamieg@gabar.org](mailto:jamieg@gabar.org)  
Fax 404-527-8717





# COMMUNICATIONS

Submission Guidelines for *The YLD Review*

2025-26 Deadlines

<u>Edition</u>	<u>Copy/Submission Deadline</u>	<u>Distribution Date</u>
Vol. 67, No. 1 (Fall)	Sept. 1, 2025	October 2025
Vol. 67, No. 2 (Winter)	Nov. 1, 2025	December 2025
Vol. 67, No. 3 (Spring)	Feb. 1, 2026	March 2026
Vol. 67, No. 4 (Summer)	May 1, 2026	June 2026

General Guidelines

1. Submit all articles, committee updates, event notices, pictures and other materials for consideration to YLD Director Jessica Oglesby via email to [jessicao@gabar.org](mailto:jessicao@gabar.org).

2. Submissions **must** be attached in a Word document. PDF, faxed or linked versions will not be considered. ChatGPT- and other AI-created articles are prohibited.

3. Submitting an article does not guarantee inclusion in *The YLD Review*. Final inclusion choices are based on submission date, space availability/limitation, availability of accompanying photos and the editorial discretion of the YLD newsletter editors, YLD president and YLD director.

4. The YLD newsletter editors, YLD president and YLD director will make all decisions regarding what is included in each newsletter, as well as how each article/piece will be presented. Additionally, all articles will be edited by the YLD newsletter editors, YLD president, YLD director, State Bar general counsel and executive director for spelling, grammar, length and content.
5. The deadlines as stated above are **final**.

7. We strongly encourage you to “advertise” upcoming events in *The YLD Review*, but keep the distribution date in mind making sure that the date of your event is before the newsletter is posted.

8. The newsletter is available [online](#) for members of the State Bar of Georgia and the public. This is our chance to show the “Big Bar” and those who are not involved with the YLD all of the good work the YLD accomplishes. Please send information about your events—both announcements of upcoming events and post-project summaries.

## State Bar of Georgia Standing Board and Executive Committee Policies

State Bar of Georgia Standing Board and Executive Committee Policies can be found at [www.gabar.org/handbook](http://www.gabar.org/handbook).



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