

Creating the Best JRCLS Chapter You Can

Leadership Manual



J. REUBEN CLARK LAW SOCIETY

Leadership Manual for Organizing and Operating a New Chapter of JRCLS

The JRCLS has prepared a manual for chapter leaders to assist in navigating the ins and outs of establishing and operating a successful chapter:

http://www.jrcls.org/?folder=chapters&page=chap_manual

These materials will hopefully aid a new leader to quickly initiate the key steps that need to be taken to move his or her chapter forward in a positive manner. The manual provides guidelines on a number of items including the following:

- Building a membership base
- Organizing a Council
- Planning Activities that serve others and promote Religious liberty
- Setting goals to achieve Quality or Outstanding Chapter Awards



Building a Membership Base

- **First Step:**
 - Select lawyers or Law students
 - Submit formal and personalized letters
 - Send e-mails
 - Make phone calls
- **Second Step:**
 - Lawyers ask for suggestions from colleagues
 - Repeat "First Step"



Organizing the Council

- Choose the vice president
- When choosing the Board of Directors, include at least
 - Director of Pro Bono Services
 - Director of Religious Freedom
 - Director of Students
 - Directors of Events
 - Director Member
 - Women's Director of Law



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Planning Annual Calendar with Goal of Achieving “Quality Chapter Award”

Requirements for Qualification:

- Chair and chair-elect contact information on jrcls.org
- Complete one-hour Leadership Orientation online
- Hold regular board meetings
- Attend Annual Leadership Conference (not required for international Chapters)
- Prepare and use yearly chapter calendar
- Hold an annual dinner



Achieving the “Outstanding Chapter Award”

- Go beyond the minimum standard of a “Quality Chapter” which consists of
 - Chair & chair-elect contact information on jrcls.org
 - Hold regular board meetings
 - Complete one-hour Leadership Orientation online
 - Attend Annual Leadership Conference
 - Present the Annual Fireside at a Chapter gathering
 - Chapter members do some community service
 - Prepare and use yearly Chapter calendar
 - Hold at least four chapter events
 - If such groups are functioning locally, coordinate with BYU Management Society, BYU Alumni Association, BYU Law School Alumni Association and the International Society.



Go Beyond the Minimum Standard of a Quality Chapter

- **Additional Criteria (incorporate at least 4):**
 - Women in the Law representative on Board
 - Liaison to students/student chapters on Board
 - Student representative on Board
 - Two or more chapter leaders attend the Annual Leadership Conference
 - Attend the Annual Conference in February
 - Post chapter events regularly on jrcls.org
 - Chapter historian selected and chapter history questionnaire submitted
 - Hold more than four chapter events
 - Formulate and execute a plan to increase chapter membership
 - Do something additionally satisfying the Law Society's mission including pro bono services and religious liberty activities.

Contact information

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