Creating the Best JRCLS Chapter You Can

Leadership Manual
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
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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