

Responsibilities of Treasurer

Article VI of the Bylaws to the J. Reuben Clark Law Society provides the following:

The Law Society encourages the organization of attorney and student chapters in areas where there are enough members or potential members to support a chapter. The Law Society encourages attorney and student chapters to adopt and support the values and objectives set by the Board and the Council. The Law Society also recommends that each chapter have a standard organization structure.

Each Law Society Chapter is primarily responsible for managing its finances. The Handbook outlines detailed recommendations for the following items:

- Financing Chapter Activities;
- Collecting Payment by Credit Card;
- Forming a Legal Entity;
- What to Include in Local Chapter Finance Policies; and
- Complying with 501(c) Requirements.

The Law Society Bylaws describe the position of treasurer as follows: “The Treasurer acts as the Committee Chair of the Finance Committee and is appointed by the members of the Board. The Treasurer will collect financial information of the Law Society and periodically present a financial report to the Board. The Treasurer will prepare an annual budget for approval by the Board.” The duties of the treasurer for each chapter may vary depending on its unique circumstances. The following is a list of general duties that local chapter treasurers may be responsible for.

- Request bank balance from chapters bank before Executive Committee and Board Meetings and review monthly bank statements;
- Arrange to update the bank account signature card at the beginning of the fiscal year;
- Approve all expenditures and authorize the issuance of reimbursement checks;
- Circulate proposed expenditures to the executive committee for any comment;
- Present the Treasurer’s report at the Board Executive Committee and Board meetings;
- Provide a general status of the funds at meetings;
- Assist in annual budgeting and forecasting;
- Prepare Annual Report in January for JRCLS/Tax Exempt Purposes (due January 20th);
- Send Annual Report to International JRCLS Chair;
- Assist as needed on the Executive Committee;

- Develop potential Board Members and Executive Committee leaders for the next year; and
- Assist with the Committees the Treasurer oversees.

More information can be found in the Handbook [here](#) and in the Bylaws [here](#).