#### *NOTE: Deadlines provided are general because meeting dates are subject to change from year-to-year. For specific deadlines contact Section Coordinator.*

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| **Date** | **Action** |
| **Nov.-Dec.** | **Prior to election**   * Begin coordinating campaign for officer position. * Get elected! |
| **Dec.-Jan.** | * Request account balances from TMA-MSS Coordinator and speak with your local campus administration about any local chapter funds that may be available to you. * Review/Prepare Fiscal Year Budget with the out-going treasurer. * Attend the **TMA MSS Leadership Training – required!** |
| **Jan.-Feb.** | * Work on grant applications for any community service/health outreach events that the chapter wants to put on. |
| **March- April** | * Prepare travel budget for TexMed (TMA Annual Session). * Attend **TexMed**. |
| **April-May** | * Prepare travel budget for AMA-MSS Annual Session meeting in Chicago. * Process travel/expense forms for TexMed – *DUE to Section Coordinator within 30 days of meeting.* |
| **June** | * Process travel/expense forms for AMA-MSS Annual Session – *DUE to Section Coordinator within 30 days of meeting.* |
| **July-Aug.** | * Work with chapter president (and other officers) on recruiting during orientation week. * Request balance report from Section Coordinator for TMA administered accounts. * Prepare travel budget for the TMA Business of Medicine/Leadership Summit. |
| **Sept.-Oct.** | * Attend **TMA Business of Medicine/ Leadership Summit**. * Process travel/expense forms for TMA Business of Medicine/Leadership Summit – *DUE to Section Coordinator within 30 days of meeting*. * Prepare travel budget for AMA-MSS Interim Session meeting (*location varies from year to year, check with the Section Coordinator).* |
| **Nov.-Dec.** | * Process travel/expense forms for AMA-MSS Interim Session – DUE to the Section Coordinator **DECEMBER 1st**. * Deadline to submit any and all chapter member travel/expense reports for reimbursement is **DECEMBER 1st**. *(Please note that this is an in-hand deadline.)* |
| **Dec.-Jan.** | * Request balance report from Section Coordinator for TMA administered accounts for following year. * Prepare preliminary budget for the new fiscal year to hand over to incoming chapter Treasurer. * Assist the incoming treasurer. |