#### *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!**
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| **Jan.-Feb.** | * Work on grant applications for any community service/health outreach events that the chapter wants to put on.
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| **March- April** | * Prepare travel budget for TexMed (TMA Annual Session).
* Attend **TexMed**.
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| **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.*
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| **June** | * Process travel/expense forms for AMA-MSS Annual Session – *DUE to Section Coordinator within 30 days of meeting.*
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| **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.
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| **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).*
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| **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.)*
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| **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.
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