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

#### March/April/May

* Running for Reporter
	+ Submit materials to run for TMA-MSS Reporter to the Section Coordinator, including: curriculum vitae and personal statement. *(Materials are due April 15)*
	+ Converse with your school administration and ensure they will be supportive of your state leadership position. It’s a good idea to give them a heads up on which weeks/weekends you’ll possibly need excused absences for conferences.
	+ Formulate Goals and Vision for the next year, if elected Chair.
	+ Prepare a candidate speech.
* If possible, attend **AMA Leadership Conference** (March). It is *not* a required meeting and is not a voting meeting of the AMA or AMA-MSS. However, it is an opportunity to meet other leaders in medicine across the country.
* Attend **TexMed**
	+ (*NOTE:* *term of office begins at the conclusion of TexMed and is completed at the end of the following year’s TexMed meeting*.)
* Once Elected as Reporter
	+ Subscribe to all TMA and AMA-MSS list-serves.
	+ Make reservations and plans to attend the AMA Annual meeting in Chicago in June. If elected to Chair, send a message on the MSS list serve introducing yourself to Texas students and outline your goals and vision for the coming year.
	+ Request/confirm days off for required meetings with student dean, course coordinators, etc.
	+ Schedule a 1:1 with the outgoing chair to go over the expected duties, responsibilities, lessons learned, etc.
	+ Schedule a 1:1 with section coordinator to go over resources available for the year and to establish a working relationship for the year ahead.
* If attending AMA Annual Meeting in June, book travel/lodging arrangements, if haven’t already done so.

June

* Update the **TMA-MSS Internal policy Compendium** with all resolutions voted on at TexMed
* Work with Section Coordinator and compile e-mail list of newly appointed TMA Board, Council, and Committee representatives.
* If possible, attend **AMA-MSS Annual Meeting**, and assist AMA Delegates if needed.
* Confirm that Section Coordinator received minutes of TexMed meetings.

**July**

* Confirm with Section Coordinator that letters to new MSS Representatives to TMA Boards, Councils, and Committees have been emailed.
* Begin making travel arrangements and confirm dates for Fall Conference.
* Organize officer notebook with TMA copies of minutes, sign-in sheets, etc.

**August**

* Participate in TMA-MSS Executive Council conference call.
* Record minutes/notes during TMA-MSS Executive Council conference call.
* Send e-mail reminder board/council/committee members, reminding them of upcoming meeting and the representative requirements.

**September**

* Attend the **TMA Business of Medicine/Leadership Summit**.
* Attend TMA-MSS Business Meeting (Make announcement reminding board, council, and committee members to submit reports within 4 weeks.)
* Record minutes/notes at TMA-MSS Business Meeting.
* Prepare minutes for Executive Council and MSS Business meetings from Business of Medicine/Leadership Summit meetings.

October

* Submit minutes from TMA Business of Medicine/Leadership Summit meetings to Section Coordinator.
* Send e-mail reminder board/council/committee members to submit meeting reports from TMA Business of Medicine/Leadership Summit. (*Due 30 days after meeting.)*
* If attending AMA Interim meeting in November, book travel/lodging arrangements, if haven’t already done so.

**November**

* Organize TMA-MSS OneDrive.
* Assist TMA Co-Delegates in the resolution review process as needed.
* If possible, attend **AMA-MSS Interim Meeting**, and assist AMA Delegates if needed.

**December**

* Send out recruiting emails for *Let Me be Brief* and *Medicine with a Medical Student* to all TMA-MSS members (*Provide a month for sign-ups*)

**January**

* Participate in TMA-MSS Executive Council conference call.
	+ Record minutes/notes during TMA-MSS Executive Council conference call.
* Send e-mail reminder board/council/committee members, reminding them of upcoming meeting and the representative requirements.
* Begin making travel arrangements and confirm dates for TMA MSS Leadership Training.
* *If it is a year with a legislative session distribute TMA’s legislative priorities to all chapter members.*

**February**

* Attend the **TMA MSS Leadership Training.**
* Record minutes/notes.
* Submit minutes from TMA Business of Medicine/Leadership Summit meetings to Section Coordinator.

March/April

* Begin making travel arrangements and confirm dates for TexMed meeting.

**April/May**

* Organize officer OneDrive with TMA copies of minutes, sign-in sheets, etc.
* Send e-mail reminder board/council/committee members, reminding them of upcoming meeting and the representative requirements.
* Attend **TexMed.**
* Attend TMA- MSS Business Meeting (Vice Chair presides over parliamentary procedures).
* Record minutes/notes at TMA-MSS Business Meeting.
* Prepare minutes for TexMed meetings and forward copies to Section Coordinator (*due 4* *weeks after meeting).* Even though your term of office is over, because you served as “reporter” in May, you are responsible for the minutes unless other arrangements have been made with the Section Coordinator.