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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.*

#### January-February before your term

* Campaign for, and be elected, to your school chapter AMA-MSS Delegate (or Alternate Delegate) position during chapter elections (which should be early in the winter). The AMA-MSS Delegate Co-Chair position requires that each has previously served or is the current chapter AMA-MSS Delegate or Alternate Delegate.
* Attend the **TMA-MSS Leadership Training.**

#### April

* Submit materials to run for AMA-MSS Delegate Co-Chair to the Section Coordinator, including: curriculum vitae and personal statement.

**May**

* Attend **TexMed MEETING.**
	+ Attend MSS Business Meeting and get elected!
	+ Attend TMA-MSS Executive Council Workgroup (out-going & in-coming officers)

**June**

* Term of office begins at the conclusion of the AMA-MSS Annual Meeting and terminates at the conclusion of the following AMA-MSS annual meeting. However, you will be invited to attend all TMA-MSS executive council meetings held between the conclusion of TexMed and the AMA-MSS annual meeting.

# July-August

* Participate in your chapter’s recruitment activities of entering MS1s (June-August). Get involved and assist your chapter officers in summer recruiting via mail-outs, e-mail, staffing orientation fair booth, etc.

#### August

* Participate in TMA-MSS Executive Council conference call.

#### September

* Work with the immediate past AMA delegate co-chairs to prepare a report on AMA-MSS Annual Meeting to give at Executive Council and TMA-MSS Business meetings at TMA Fall Conference.
* Attend the **TMA Business of Medicine/ Leadership Summit** which includes theMSS Business Meeting.

#### October

* Contact all chapter (&campus) delegates & alternate delegates and remind them of upcoming meeting and associated duties and responsibilities. Also remind them about applying for conference committees.
* Confirm with Section Coordinator that a conference schedule has been sent to all TMA-MSS Executive Council members, Chapter Presidents and AMA-MSS Delegates & Alternate Delegates.
* Contact other state delegate chairs/Chairs of particular resolutions w/early amendments, comments, and questions. Also extend the invitation to them to speak to Texas Co-Chairs at the upcoming meeting.
* Late in the month, try to obtain resolutions for December meeting.

#### November

* If you haven’t already, obtain resolution list for AMA-MSS Interim Meeting and forward to all AMA chapter delegates and alternate delegates.
* Attend the **AMA-MSS Interim Meeting**.
	+ Coordinate and discuss testimony for pertinent subjects.
	+ Assign delegates to prepare testimony of TMA-MSS opinion.
	+ Constantly monitor progress of resolutions/reports through reference committees.
	+ During the MSS Assembly, constantly work with your fellow Co-Chair on last-minute testimony opportunities and final voting strategies.
* Immediately following the meeting, forward an AMA-MSS Interim Meeting Update to TMA Section Coordinator.

#### January

* Compile/prepare report for future TMA-MSS business meetings on proceedings of AMA-MSS Interim Meeting.
* Participate in TMA-MSS Executive Council conference call.

**February**

* Attend the **TMA-MSS Leadership Training.**
* Begin speaking to MSS students interested in your officer position

**March**

* 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.

**April**

* Work with MSS members to create and submit resolutions to the AMA Annual Conference in Chicago.
* Begin compiling resolutions for the conference and work to include the MSS in choosing a voting stance for each resolution.
* Collaborate with MSS delegates to the AMA to craft testimony pertaining to resolutions of interest
* Maintain a connection with R3 to facilitate preparation for AMA Annual.
* Help interested MSS members with the application process for the EC Co-Chair positions.

**May**

* Continue to be a resource to your newly elected colleagues.
* Attend **TexMed.**
	+ Attend MSS Business Meeting
	+ Attend TMA-MSS Executive Council Workgroup (out-going & in-coming officers)
* Contact all chapter (&campus) delegates & alternate delegates and remind them of upcoming meeting and associated duties and responsibilities. Also remind them about applying for conference committees.
* Confirm with Section Coordinator that a conference schedule has been sent to all TMA-MSS Executive Council members, Chapter Presidents and AMA-MSS Delegates & Alternate Delegates.
* Contact other state delegate chairs/Chairs of particular resolutions w/early amendments, comments, and questions. Also extend the invitation to them to speak to Texas Co-Chairs at the upcoming meeting.
* Late in the month, try to obtain resolutions for June meeting.

#### June

* If you haven’t already, obtain resolution list for AMA-MSS Interim Meeting and forward to all AMA chapter delegates and alternate delegates.
* Attend the **AMA-MSS Annual Meeting**.
	+ Coordinate and discuss testimony for pertinent subjects.
	+ Assign delegates to prepare testimony of TMA-MSS opinion.
	+ Constantly monitor progress of resolutions/reports through reference committees.
	+ During the MSS Assembly, constantly work with your fellow Co-Chair on last-minute testimony opportunities and final voting strategies.
* Immediately following the meeting, forward an AMA-MSS Interim Meeting Update to TMA Section Coordinator.
* Term of office officially ends.