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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.*
* *This position requires that the TMA Delegate Co-chairs have previously served or are the current chapter TMA Delegate or Alternate Delegate.*
* *Be prepared to attend all meetings of the MSS Executive Council throughout the year. These meetings are typically held virtually.*

# April

* Submit materials to run for TMA Delegate Co-chair including curriculum vitae and personal statement.

**May**

* Attend **TexMed.**
* Participate in student caucus meetings.
* Attend TMA-HOD Reference Committee Hearings.
* Attend TMA-HOD Voting Meeting.
* Attend MSS Business Meeting, run for office, and get elected!
* Term of office officially begins after TexMed meeting.
* Return to school and provide information to your chapter on the items passed at the recent TexMed meeting. Continue to encourage and teach student how to write resolutions.

## June

* If possible, attend **AMA-MSS Annual Meeting**. This is a voting meeting for the section, and is *not* a requirement. However, it is a valuable learning experience for resolution writing and discussion at the national level, as well as, a way to learn major issues in other states and meet other leaders.

**June/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**

* Work with your co-chair to:
	+ develop the TMA MSS Resolution Dates and Deadlines document which outlines the resolution writing process for students for the upcoming TexMed meeting, and
	+ review the Resolution Rubric and make any necessary updates.
* Submit the TMA MSS Resolution Dates and Deadlines and Resolution Rubric to MSS staff for posting online.
* Announce – and attend – the Resolution Writing Workshop, typically held virtually, to all chapter delegates and those who are interested in writing a resolution.
* Email chapter leaders reminding them to share information with chapter members on how to “[Write a TMA-MSS Supported Resolution](https://www.texmed.org/Template.aspx?id=52477)”.

**September**

* Email chapter leaders with the “Open Forum” launch date and ask them to share the information with their chapter members.
* Announce – and attend – the Mock HOD, typically held during Business of Medicine/Leadership Summit, to all chapter delegates and those who are interested in writing a resolution.
* Attend **TMA Business of Medicine/Leadership Summit.**
* Attend the Mock HOD
* Attend MSS Business Meeting.
* Find out about current legislative issues.
* Collect ideas for resolutions from students.
* Return to school and, via TMA meetings, coffeehouses, or e-mail, educate TMA members on current policy and upcoming resolutions and what happened at the conference, and encourage and teach student how to write resolutions (all year!)

**October**

* Email chapter leaders with the “Open Forum” close date and ask them to share the information with their chapter members.
* Announce the Resolution Reviewer Ad-hoc Committee application deadline.

**November**

* Remind “Open Forum” submitters of the 1st draft deadline for resolutions requesting section support.
* Host ad-hoc committee meeting to discuss 1st drafts.
* Provide information from ad-hoc committee meeting to resolution authors.
* If possible, attend **AMA-MSS Interim Meeting**. This is a voting meeting for the section, and is *not* a requirement. However, it is a valuable learning experience for resolution writing and discussion at the national level, as well as a way to learn major issues in other states and meet other leaders.

## December

* Remind resolution writers of the 2nd draft deadline.
* Host ad-hoc committee meeting to discuss 2nd drafts.
* Provide information from ad-hoc committee to resolution authors.

**January**

* Publish current resolution draft for MSS member review.
* Announce and host MSS resolution conference call.
* Remind resolution writers of the final draft deadline.
* MSS resolutions submitted to chapter delegates for official vote.

**February**

* Send ratified resolutions to MSS staff for inclusion in the TMA House of Delegates Handbook.
* Attend the **MSS Leadership Training.**

**March**

* Confirm with Section Coordinator that new TMA Delegate and Alternate Delegate lists have been prepared and submitted to TMA HOD staff.
* Follow-up with chapter delegates/alternates reminding them to contact their county medical society to participate in their caucus meeting.

**April**

* Review TMA HOD Handbook and reference all student relevant report and resolutions*.*
* Coordinate, with fellow Co-chair, reports and resolution assignments to chapter delegates/alternates*.*

**May**

* Attend **TexMed.**
* Chair student caucus meeting on the morning of the House of Delegates meeting:
* Coordinating and discussing testimony for pertinent subjects, and
* Assigning delegates to prepare testimony, if necessary.
* Attend TMA-HOD Reference Committee Hearings.
* Attend MSS Business Meeting.
* Attend TMA-HOD Voting Meeting.
* Term of office officially ends after TexMed meeting.