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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

* Support TMA-MSS resolution cycle as Ad-Hoc committee member
* Attend the **TMA-MSS Chapter Leadership Training**

#### February/March

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

**April/May**

* Submit materials to run for TMA-MSS Vice Chair to the Section Coordinator, including: curriculum vitae and personal statement *(Materials are due 3 weeks before TexMed).*
* Prepare a candidate speech.
* Request/confirm days off for required meetings with student dean, course coordinators, etc.
* If attending AMA Annual Meeting in June, book travel/lodging arrangements, if haven’t already done so.
* Attend **TexMed.**
* Attend MSS Business Meeting.
* Attend TMA-MSS Executive Council Workgroup.
* Campaign for TMA-MSS Vice Chair position.
* Attend MSS Business Meeting and get elected! *(NOTE: term of office begins at the conclusion of TexMed and is completed at the end of the following year’s TexMed meeting.)*
* Term of office officially begins.

**June**

* Confirm with Section Coordinator that chapter governing board lists have been finalized and distributed to all chapter officers.
* Work with TMA Recruitment Manager and Chapter Presidents to organize summer MSI recruitment activities at local chapters.
* If possible, attend **AMA-MSS Annual Meeting** (Required if Chair is unable to attend).

**July**

* Complete officer goals for the coming year.
* Follow-up with TMA Recruitment Manager and Chapter Presidents to finish organizing summer MSI recruitment activities at local chapters.
* Begin making travel arrangements and confirm dates for **TMA Business of Medicine/Leadership Summitt**.
* Organize officer notebook with TMA copies of minutes, sign-in sheets, etc.

**August**

* Attend necessary chapter orientation events as planned and continue to check on recruitment plans.
* Participate in TMA-MSS Executive Council conference call.

## September

* Attend the **TMA Business of Medicine/Leadership Summitt.**
* Attend MSS Business Meeting (Preside over parliamentary procedures).

###### October

* Minutes from TMA Business of Medicine/Leadership Summitt meetings are due to Section Coordinator.
* If attending AMA Interim meeting in November, book travel/lodging arrangements, if haven’t already done so.

###### November/ December

* Organize officer notebook with TMA copies of minutes, sign-in sheets, etc.
* If possible, attend **AMA-MSS Interim Meeting** (Required if Chair is unable to attend).