|  |  |
| --- | --- |
| **Date** | **Action** |
| **Ongoing** | **Attend all chapter meetings:**   * Help coordinate and promote all chapter meetings * Perform any administrative duties needed for the chapter meetings including but not limited to filing, photocopying, ect. * Develop and implement chapter manual, bylaws, or procedures as necessary * Respond to chapter emails * Prepare sign in sheets * If virtual, prepare links for virtual platforms * Record the minutes for each meeting * Distribute minutes to other members after each meeting |
| **Sept. Jan. April/May** | **Attend all TMA meetings (Business of Medicine Conference, Leadership Summit, and TexMed):**   * MSS Board, Council and Committee Update Meetings * MSS Business Meetings * Take notes on all TMA Business and report back to your chapter |
| **Ongoing** | **Assist Chapter Officers:**   * Perform clerical and administrative functions to assist all of your chapter officers. Such as; drafting correspondence for recruitment activities, coordinating travel plans for TMA meetings, planning and promoting chapter service and chapter project events. * Assist in optimizing chapter operations through coordinating the chapter calendar, managing emails, and preparing information that will best assist your members in maximizing their impact at the university and the TMA-MSS meetings. |