**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TMA-MSS Executive Council**

Consists of nine voting members, elected by the Texas Medical Association Medical Student Section Assembly, including the Chair, Vice Chair, Reporter, two TMA Delegation Co-Chairs, two American Medical Association Delegation Co-Chairs, the student appointed to the TMA Board of Trustees, and the student elected to the AMA Alternate Delegate to the AMA-House of Delegates. The Immediate Past Chair serves as a non-voting member. TMA-MSS Executive Council elections take place during the TMA-MSS Business meeting at TMA's annual conference, TexMed. Candidates will need to [apply](https://form.jotform.com/TexMed/MSS_EC_Application), and submit a 2-page CV and letter of intent by April 15. Applications for the AMA Alternate Delegate and Board of Trustees Member are due on Jan. 20. Students appointed to the TMA BOT are elected during the MSS Executive Council meeting at TMA’s Leadership Summit Conference, and the AMA Delegation position runs through the HOD but may receive section endorsement by applying to interview with section leadership. Terms of office begin at the conclusion of the annual meeting, and end at the conclusion of the next annual meeting of the TMA-MSS.

**Chair**

* Serves as head of the TMA Medical Student Section;
* Presides over the MSS business and executive council meetings;
* Conducts the MSS chapter presidents meetings;
* Serves as the TMA-MSS representative to other TMA or AMA sections, boards, or special committees, when requested;
* Communicates with section members and chapter presidents on a regular basis;
* Keeps members apprised of upcoming meetings, new legislation, etc.;
* Writes a "Message From The Chair" column to be posted on the [MSS webpage](https://www.texmed.org/MSS/)
* Serve as a voting member of the executive council.

**Vice Chair**

* Assists the chair in the performance of his/her duties;
* Serves as the “parliamentarian” of the section at all MSS business and executive council meetings;
* Serves as a voting member of the executive council.

**Reporter**

* Records the minutes of the MSS business and executive council meetings;
* Provides the section coordinator with a copy of all MSS business and/or executive council meeting

minutes within 30 days of each meeting;

* If the executive council holds a conference call, the reporter is responsible for submitting those minutes to the section coordinator 10 days prior to the next meeting of the TMA-MSS;
* Coordinates updates to the MSS website through the section coordinator;
* Promotes attendance of executive council appointees at their respective meetings;
* Assists the Resolution Writing Adhoc Co-Chairs (TMA Delegate Co-Leaders) in coordinating and monitoring Resolution Writing Task Force communications; and
* Serves as a voting member of the executive council.

**TMA Delegate Co-Chairs** – Two positions are elected. ***Prerequisite: you must have previously served or will serve as chapter delegate or chapter alternate delegate during your term as delegate co-leader.***

* Represent and lead TMA-MSS Chapter Delegates and Alternate Delegates;
* Coordinate activities of the delegates and alternates, including assuming responsibility for the delegates’ caucus and report and resolution assignments;
* Report to the TMA-MSS Executive Council and section members the activities at each TMA House of Delegates meeting;
* Serve as co-chairs of the Resolution Writing Adhoc (when applicable); [*Please see Resolution Writing Adhoc Co-Chairs responsibilities in this section of the handbook. Or, for further details, see the TMA-MSS Operating Procedures.]*
* Serves as voting members of the executive council.

**AMA Delegate Co-Chairs** – Two positions will be elected. ***Prerequisite: you must have previously attended one (or more) TMA-MSS caucus meetings at an AMA-MSS Assembly. This requirement can be waived if an insufficient number of candidates meet this requirement.***

* Represent and lead TMA-MSS Chapter Delegates and Alternate Delegates to the AMA-MSS;
* Coordinate activities of the delegates and alternates;
* Assume responsibility for the delegates’ caucus and report and resolution assignments;
* Report to the TMA-MSS Executive Council and section members the activities at each AMA-MSS Assembly meeting;
* Serves as voting members of the executive council.

**Immediate Past Chair**

* Serve as a consultant to the TMA-MSS executive council.
* Serve as an ex officio (non-voting) member of the executive council.

# AMA Alternate Delegate The AMA Alternate delegate to the Texas Delegation election runs through the TMA House of Delegates (HOD). To receive sections' endorsement for your campaign, submit an application to interview with section leadership. Any student may run without an endorsement. All candidates will need to follow TMA House of Delegates elections procedures with or without an endorsement.

* Interacts and caucuses with Texas physicians as a Texas Alternate Delegate in the AMA House of Delegate;
* Reviews and develops AMA policy with the Texas Delegation and represents the Texas perspective in the AMA-MSS;
* Must attend all Texas Delegation meetings and MSS caucuses at TMA conferences and AMA conferences, including the entire 1-week AMA-MSS Assembly and AMA HOD meeting for the Annual (June, Chicago) and Interim (Nov., TBD) conferences throughout their one-year term; and
* Serves as a voting member of the TMA-MSS Executive Council and updates the TMA-MSS on new AMA policy.

**Board of Trustees Member** The TMA student representative on the TMA Board of Trustees is appointed by the TMA-MSS Executive Council.

* Serves as an ex-officio member of the TMA Board of Trustees for 1 year to manage business and financial affairs of the association, implement policies of the TMA House of Delegates, establish interim policy of the association between meetings of the House of Delegates, and monitor program activities of association councils and committees;
* Provides the MSS perspective on major TMA decisions in the Board of Trustees; and
* Serves as a voting member of the TMA-MSS Executive Council and reports on Board of Trustees’ initiatives to the MSS.

***NOTE:*** *Please refer to the TMA-MSS Operating Procedures for additional material pertaining to the TMA-MSS Executive Council.*

**Student Representatives and Alternate Representatives to TMA Boards, Councils, and Committees:**

The TMA-MSS Executive Council recommends names to the TMA President for these year-long positions. Terms begin at the conclusion of the annual meeting at which they were appointed, and end at the conclusion of the next annual meeting of the TMA-MSS. [Applications](http://Applications) are due April 15.

**TMA-MSS Student Representatives and Alternate Representatives:**

* Attend their respective meetings;
* Remind and encourage their respective alternate representatives to attend their meetings; and
* Provide a brief written report of their respective meetings to the TMA-MSS Section Coordinator within (30) days of the most recent meeting.

***Please note****: Only the student representatives and/or alternate representatives should attend their respective meetings. The section coordinator should be notified if both the student representative and the alternate representative will not be in attendance, as replacements are not appropriate. Should representatives be unable to attend their required meetings, they are asked to notify the TMA Staff person in charge of their board, council, or committee meeting.*

***NOTE:*** *Please refer to the TMA-MSS Operating Procedure for additional material pertaining to the TMA-MSS Student Representative and Alternate Representative positions.*

**Chapter Governing Boards:**

Election of all TMA-MSS Chapter officers happen each calendar year Each chapter will need to email the Section Coordinator with chapter officers prior to the end of the year.

**President**

* Serves as the head of the chapter;
* Presides over all regularly schedule meetings of the chapter and the governing board;
* Attends the TMA-MSS Chapter Presidents meetings;
* Presents an oral chapter report to the TMA-MSS Assembly at the MSS Business meeting during Leadership Summit
* Notifies the section coordinator of any TMA-MSS member(s), in positions of leadership, who will be unable to fulfill their duties during their respective TMA/AMA meetings;
* Supplies the section coordinator with contact information for newly elected chapter officers;
* Assists the chapter's treasurer with the chapters budget and signs off on all *approved* TMA-MSS member expense reports; and

**Vice President**

* Assists the chapter president in the performance of any duties and performs such service at the request of the president;
* Serves as parliamentarian at all chapter and governing board meetings;
* Oversees all chapter programming; and

***Please note:*** *In the event of a vacancy in the office of president, the vice president shall assume the duties of the president, and at the next regularly scheduled meeting of the chapter an election shall be held to elect a vice president.*

**Campus Vice President** This additional vice president position is reserved for chapters with multiple campuses; however, is not a required position for chapters with multiple campuses.

* Serves as head of the campus for which the position is elected;
* Assist the chapter, TMA, and other student members, in conducting business at the satellite campus; and
* Holds voting rights on his/her chapter governing board.

**Treasurer**

* Manages all chapter and state accounts;
* Recommends to the governing board disbursement of chapter funds in a manner that complies with TMA-MSS Finance Policies;
* Signs off on all *approved* member reimbursement requests that are submitted to TMA;
* Serves as liaison to the section coordinator for chapter members regarding financial matters; and
* Records the minutes of all chapter and governing board meetings, and forwards copies to the section coordinator and chapter advisor, unless this responsibility has been allocated to another officer (such as a secretary/reporter) by the governing board.

**TMA Delegate**

* Represents the MSS as a voting delegate to the TMA House of Delegates during any regular, interim, or special session of the TMA House of Delegates;
* Reports to his/her chapter on the actions taken by the TMA House of Delegates and keeps the chapter informed about developments at the state level;
* Serves as a chapter representative during all TMA-MSS Caucus meetings, and is therefore required to attend TMA-MSS Caucus meetings, which are to be held in conjunction with the meetings of the TMA-HOD in May; and

***Please note:*** *Only TMA-MSS Delegates are allowed to testify on the floor of the TMA House of Delegates.*

**TMA Alternate Delegate**

* Assists the TMA Delegate in the performance of his/her duties;
* Attends TMA-MSS Caucus meetings, which are to be held in conjunction with the meetings of the TMA-HOD in May; and
* If the TMA Delegate is unable to attend or vote during a regular, interim, or special session of the TMA House of Delegates, the TMA Alternate Delegate assumes the TMA Delegate's duties during the TMA Delegate’s absence.

**AMA-MSS Delegate**

* Represents the chapter as a voting delegate to the AMA-MSS Assembly during any regular, interim, or special session of the AMA-MSS Assembly;
* Reports to his/her chapter on the actions taken by the AMA and keeps the chapter informed about developments at the national level;
* Coordinates any and all chapter testimony prior to any regular, interim, or special session of the AMA-MSS Assembly;
* Serves as a chapter representative during all TMA-MSS Caucus meetings, and is therefore required to attend TMA-MSS Caucus meetings, which are to be held in conjunction with the meetings of the AMA-MSS Assembly in June and November; and
* Represents his/her chapter during the AMA-A and AMA-I meetings.

**AMA-MSS Alternate Delegate**

* Assists the AMA-MSS Chapter Delegate in the performance of his/her duties; and
* If the AMA-MSS Delegate is unable to attend or vote during a regular, interim, or special session of the AMA-MSS Assembly, the AMA-MSS Alternate Delegate assumes the AMA-MSS Delegate's duties during the AMA-MSS Delegate’s absence.