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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.

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| **Date** | **Action** |
| **Dec.** | **Prior to election** Begin coordinating campaign for officer position.  * Chapter Elections (*Chapters should elect officers before the Leadership Summit Conference*.) * Once elected, you will shadow (in some cases, resume duties of) the previous officer. * Submit officer list (with contact information) to Section Coordinator and host an onboarding meeting with other officers. |
| **Jan.** | * Encourage senior and/or experienced members in your campus community to apply for Delegate or Student BOT positions on the MSS Executive Council. * Attend **Leadership Summit Conference.** * Attend **MSS Leadership Training-required!** |
| **Feb.-March** | * Work together to plan Chapter activities for the spring semester *(i.e. Brown Bag Lunches, Health Fairs, Social Issue Projects, etc.).* * Begin coordinating MSIV recruitment campaign into Resident & Fellow Section. |
| **March- May** | * Send reminder to all student members about TMA-MSS Executive Council elections held at MSS Business Meeting during TexMed in April/May. Applications due April 15. Encourage students on your leadership board to run for these positions — holding chapter leadership positions is helpful for succeeding in state leadership roles. * Remind chapter members to apply for MSS Appointments to TMA Boards, Councils, or Committees. * Work with other officers and make preparations to attend TexMed. * Attend **TexMed.**   + Attend the Chapter Presidents Meeting (Presidents Only). Be prepared to discuss section activities to date. |
| **June-Aug.** | * Begin coordinating chapter MS1 recruitment activities with your Chapter Recruiter and Section Coordinator. * Attend MS1 recruitment activities. * Work together to plan Chapter activities for the fall semester *(i.e. Brown Bag Lunches, Health Fairs, Social Issue Projects, etc.).* * Attend the **AMA-MSS Annual Meeting** (if necessary- not mandatory). |
| **Sept.-Oct.** | * Submit chapter report to the TMA-MSS Section Coordinator for Chapter Presidents & MSS Business Meetings at TMA Business of Medicine. Conference. * Attend **TMA Business of Medicine Conference.** |
| **Nov.-Dec.** | * Attend the **AMA-MSS Interim Meeting** (if necessary- not mandatory). |
| **Jan.** | * Begin necessary preparations for Leadership Summit Conference. * Work with new officers and remind them to attend MSS Leadership Training at Leadership Summit Conference. * Attend **Leadership Summit Conference.** |