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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 or visit [www.texmed.org/mss](http://www.texmed.org/mss).

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| **Date** | **Action** |
| **Nov.-Dec.** | **Prior to election** Begin coordinating campaign for chapter officer position.  * Get elected! * Chapter Elections (*Chapters should elect officers before the MSS Chapter Leadership Training).* * 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 **MSS Chapter 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.).* |
| **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](https://form.jotform.com/TexMed/MSS_EC_Application) 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. [Applications](https://form.jotform.com/83466586573169) due April 15. * 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. * Submit [Orientation Information form](https://form.jotform.com/201635440165145), including orientation/recruitment activities, to the 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 Section Coordinator for the MSS Business Meeting at TMA Business of Medicine/Leadership Summit. * Attend **TMA Business of Medicine/Leadership Summit.** * Begin coordinating and advertising chapter officer elections. Be sure to provide information on responsibilities for each available position. |
| **Nov.-Dec.** | * Attend the **AMA-MSS Interim Meeting** (if necessary- not mandatory). * Submit a new chapter officer roster to the Section Coordinator. |