



American Medical Association
Physicians dedicated to the health of America

UT-Houston TMA/AMA Chapter Upcoming Meetings

- Wednesday 1/5/2005, Noon-1pm, MSB 2.006 – FREE FOOD!
 - Steve Jones will talk about “Residency Programs”
 - Opportunity to join TMA (free) and/or AMA (\$65 for 4-year membership also gets you a complimentary Stedman’s Medical Dictionary and a subscription to *JAMA*)
- Wednesday 1/19/05, Noon-1pm, MSB 2.006 – FREE FOOD!
 - Elections for 2005-6 Officers (newly elected officers must attend the mandatory Texas Medical Association “New Officer Training” on Sunday 2/6/2005 from 8am-4pm in Austin – free lodging will be provided for Saturday night). **Officer descriptions on reverse. Email letter of intent (one page maximum) to sraab@uth.tmc.edu by Noon on Monday, January 17, 2005**
 - Dr. Bill Schnapp (UT-Houston Department of Psychiatry and Behavioral Sciences) will talk about “Harris County Mental Health Needs”

Officer Descriptions

- President
 - Maintain good relations with UTH Office of Academic Affairs, chapter advisors, HCMS, TMA, and AMA
 - Ensure newly-elected officers appoint two new UTH Representatives to each HCMS board and committee (Board on Medical Legislation, Board on Socioeconomics, and Medicaid Managed Care Advisory Committee)
 - Appoint the MSSOP coordinator, volunteer/community service officer, and all other relevant positions for our Chapter
 - Coordinate the Chapter's schedule of meetings and activities
 - Ensure that food (and plates, napkins, etc) arrive to meetings on time
 - Store all Chapter property (including sweatshirts, boxes, etc)
 - Email announcements and reminders to all UTH students
 - Write quarterly Chapter updates for the TMA's *Grand Rounds* publication
- External VP (AMA stuff)
 - Keep track of current medically-related US legislation
 - Stay in contact with Danielle Bauer at the AMA
 - Work with UTH's AMA Delegate and Alt. Delegate to coordinate our Chapter's trips to AMA's Interim Meeting in November and Annual Meeting in June
 - Serve as a liaison with Baylor's TMA/AMA Chapter
- Internal VP (TMA stuff)
 - Keep track of current medically-related TX legislation
 - Stay in contact with Ashley King at the TMA
 - Work with UTH's TMA Delegate and Alt. Delegate to coordinate our Chapter's trips to TexMed in October, TMA Winter Conference in February, and TMA Summit in May
- Treasurer
 - Manage the Chapter's account at Frost Bank
 - Verify and issue all reimbursements (whether through the Chapter account, the TMA, or the AMA)
 - Periodically update the President and Faculty Advisor on the Chapter's balance
- Secretary
 - Reserve rooms for Chapter meetings
 - Take minutes of all meetings and email to the officers and Chapter advisors
 - Send hand-written thank-you cards
- AMA Delegate
 - Must attend the AMA Interim Meeting in November and Annual Meeting in June. In order to be reimbursed, must attend the mandatory sessions at these meetings as well as submit a report to the President within 1 month of the meeting
 - Responsible for polling our Chapter on legislation to be considered at the AMA meetings, and for writing reports on resolutions
- AMA Alternate Delegate
 - Works with AMA Delegate to write up reports on resolutions assigned to our Chapter
 - Assists the AMA Delegate and takes his/her place at the AMA Assembly should he/she be unable to attend
- TMA Delegate
 - Must attend TexMed in October, TMA Winter Conference in February, and TMA Summit in May. In order to be reimbursed, must attend the mandatory sessions at these meetings as well as submit a report to the President within 1 month of the meeting
 - Responsible for polling our Chapter on legislation to be considered at the TMA meetings, and for writing reports on resolutions
- TMA Alternate Delegate
 - Works with TMA Delegate to write up reports on resolutions assigned to our Chapter
 - Assists the TMA Delegate and takes his/her place at the TMA Business Meetings should he/she be unable to attend