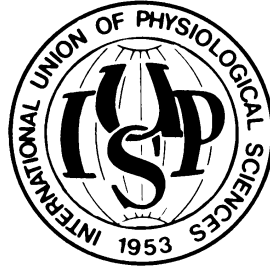


INTERNATIONAL UNION OF PHYSIOLOGICAL SCIENCES

EXECUTIVE COMMITTEE

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Y. KURACHI, Japan, First Vice President
PETER HUNTER, NZ, Acting Vice President
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January 14, 2013

Dear IUPS member society,

On behalf of the IUPS, I'd like to bring you up to date on the objectives of the Union, our governance, outreach activities, and some financial issues. I plan to send similar reports annually.

Objectives of the IUPS ... working with national societies

- The objective of IUPS is to extend and strengthen the global network of physiological societies. IUPS accomplishes this by working with the spectrum of national societies around the world through its Executive Committee and its full-time Secretariat. In the future, the newly established Board of the General Assembly will provide another important mechanism for interaction.
- A major goal of the IUPS is to reach out to physiologists in developing nations and to advance the discipline of physiology.
- One major mechanism of this outreach to developing nations is to engage the APS and other wealthy physiology societies or physiological societies in wealthy countries to cooperate in joint efforts. Regardless of whether these initiatives come from the IUPS or from national societies, the IUPS is committed to supporting outreach to developing nations. Moreover, the IUPS is in a unique position to coordinate international efforts. Thanks to cooperation with the APS, TPS, SDP (Société de Physiologie), and SEB (Society of Experimental Biology)—who had the ability to identify or contact their members in Africa—we have been able to arrange a special meeting of African physiologists which will occur at the IUPS 2013 Congress.
- A new mechanism of international outreach is through the International Council for Science (ICSU). IUPS is part of the subgroup of international biology-related Unions—the Bio-Unions Cluster. Over the past three years with leadership from the IUBMB (International Union of Biochemistry and Molecular Biology) and IUPS, this Bio-Unions Cluster has been restored and has begun substantial interdisciplinary, international efforts in which the international unions work together on common goals. One group of Bio-Union efforts focuses on outreach to developing nations.

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- Another group of Bio-Union efforts focuses on cooperating in scientific meetings. The first example was the co-sponsorship by the IUPS and other Unions of an obesity symposium at IUFOST's (International Union of Food Science and Technology) 2012 World Congress in Brazil. The next, and far more ambitious example, is the co-sponsorship by the International Bio-Unions of a "Systems Biology" satellite symposium to be held in concert with the IUPS Congress in 2013. The IUPS is the lead organizer. This is the first example of a truly interdisciplinary satellite symposium in the biosciences, and will highlight the IUPS's leadership in the Physiome project.

Governance of the IUPS

- IUPS has invested considerable effort to improve its governance, which until 2010 consisted of a General Assembly (meeting once every four years), a Council (meeting once every two years), and an Executive Committee of Council consisting of the Officers (meeting once per year).
- The **General Assembly (GA)** represents each of the adhering bodies of the IUPS, and elects the Council. In the past, the GA listened to long reports and had as its only real function the selection of the location of future IUPS Congresses. Beginning in 2013, the Council will receive a consent agenda, which hopefully can be dealt with quickly, making available considerable time for discussions from the floor before voting on several items that need approval from the GA.
- The single most important result of the IUPS's reorganization effort is the emerging **Board of the General Assembly (BGA)**, authorized by a special election completed in March 2012. This 15 member board from 15 different countries will represent the General Assembly during non-Congress years. The BGA is preparing to elect a chair and develop its bylaws. The goal is for the BGA to create a dynamic exchange between national societies and the Executive Committee. Among its powers, the BGA plays a key role in the Nominating Committee (see below). Because the Board members were nominated and elected by the IUPS societies, the Board is not necessarily "balanced" with respect to sex, geography, or physiological sub-discipline.
- The **Executive Committee (ExCo)** consists of a President, two Vice Presidents, a Secretary General, and a Treasurer. Immediately upon taking office in 2009-2010, the present ExCo began the policy of meeting monthly by teleconference in addition to annually in person. The ExCo also moved the Secretariat to the environs of the Secretary General so that the IUPS manager could more effectively orchestrate and conduct the business of the Union.
- The **Manager**, whose position combines with cost savings the previous part-time positions of Executive Secretary and Bookkeeper, accomplishes the action items from the ExCo and Council minutes and also carries out the regular business of the Union (e.g. drafting documents, advising on nonprofit issues, planning events for the next Congress, organizing elections). The Manager will also serve the new Board of the General Assembly (see below). As bookkeeper, the Manager invoices the members, performs other bookkeeping tasks, and produces reports for the Treasurer.
- The IUPS **Council**, which includes the five IUPS officers (i.e., the Executive Committee), is charged in the Constitution with administering all property, funds, and affairs of the Union. Council's 15 members chair most of the IUPS Commissions and Committees, and thereby play a key role in planning Congresses. In its biannual meetings, Council discusses

issues raised by the Executive Committee as well as by the Commission and Committee chairs, and by representatives to international organizations.

- The **Commissions and Committees** plan the quadrennial Congress, and also sponsor sub-disciplinary events in non-Congress years.
- A **Nominating Committee** chooses the nominees for Council and ExCo to ensure balance with respect to sex, geography, and physiological sub-discipline. Prior to 2009, the Nominating Committee was appointed by ExCo. With the emergence of the BGA, the Nominating Committee will consist of three members appointed by the BGA and three appointed by ExCo.

Outreach activities of the IUPS

- Our new website is being designed. It not only will provide links to the national and regional societies, but also will provide a mechanism for physiologists around the world to link in to international physiology.
- Several new and lapsed member countries joined IUPS at either the 2005 or 2009 General Assembly: Iran, Myanmar, Greece, and Georgia. The IUPS membership committee has expended a great deal of effort in identifying and contacting representatives of physiological societies (or in some cases individual physiologists or biologists) in nonmember countries to invite them to join the IUPS and to send delegates to the 2013 General Assembly. Bangladesh has asked to become a member, and will be voted upon by the GA in 2013. Other countries that we have reached out to include Albania, Jordan, Lebanon, Morocco, Nepal, United Arab Emirates, and Vietnam.
- IUPS has been making good progress raising funds to allow members from developing countries to attend the 2013 Congress. Donors have contributed or will contribute funds for Myanmar, N. Korea and Bangladesh.
- Money also went towards support of teaching workshops at both the annual meeting of the Malaysian Society of Pharmacology & Physiology (MSPP) and the 2012 Congress of the African Association of Physiological Sciences (AAPS). In 2014, IUPS will provide travel grants for the teaching workshops in India.
- Denis Noble, IUPS President, is an important public face of physiology and is frequently invited to speak in his capacity as President in many different countries. An attached document lists over 30 countries where he has lectured since 2009. [Appendix 1].
- Peter Hunter, IUPS vice president, is also an important public face of physiology, particularly in the context of the Physiome project, created by IUPS. An attached document lists the countries where he has spoken and been introduced as vice president [Appendix 2].
- Walter Boron, IUPS secretary general, represented the IUPS at the International Conference of Physiological Sciences in Suzhou, China, in 2012.
- In 2011, IUPS—leading a group of seven Bio-Unions—applied for a €30k grant from ICSU for travel support to the Systems Biology Satellite Symposium, associated with the 2013 IUPS Congress. Although the 2011 application was not funded, it did receive very positive feedback. We have submitted a stronger application in December 2012, and expect to be funded. The travel support is particularly focused on developing nations to attend the Systems Biology satellite symposium.

Dues Structure & Budget

- The IUPS ExCo and Council recognize that the dues structure is antiquated. One of the major charges to the BGA is to propose a new and equitable dues structure for IUPS members.
- IUPS has a limited budget. Attached is a document summarizing income and expenses for fiscal year 2011, the most recently completed year. On a four-year basis, our major expenditures are support for the journal *Physiology*, support for travel programs for the Congress, and the Manager's compensation. In addition, each of the IUPS commission and committees has a budget of \$2,000 per year to distribute as grants.
- The administrative costs of the IUPS, reduced from four years ago, are a relatively large fraction of its total budget because the organization is so small. Moreover, one of the major activities of the Secretariat is the highly labor-intensive task of reaching out to national societies around the globe, as well as in organizing and assisting the volunteers that serve the IUPS. Attaching is a summary of the Manager's responsibilities.

The feedback that we have been receiving is that physiologists—particularly those in developing countries—regard the IUPS as *their* organization. The name “International Union of Physiological *Sciences*” means that the organization serves all areas of physiology around the globe. Clearly, we do not have the financial and human resources to do this by ourselves. Thus, we reach out to the national organizations to work together in a collegial manner for the good of our discipline.

The IUPS welcomes your comments on this report, including suggestions as to how we might more effectively interact.

With best regards,

A handwritten signature in black ink, reading "Walter F. Boron". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Walter F. Boron, M.D., Ph.D.
Secretary-General

Appendix 1

Report on the international lecturing and related activities of the President of IUPS, Denis Noble 2009-2012

Since being nominated as President by the Nominating Committee in 2008 and then subsequently elected at the General Assembly in 2009, I have taken the view that it is one of the roles of the senior officers of IUPS to represent the physiological sciences worldwide and, in my own case, I have interpreted this to be a missionary project to seek to recover for physiology the centre ground of biological thought and experimentation and, in particular, to ensure that the physiological end of systems biology is appreciated and understood. The great majority of the lectures I have given have been devoted to this mission. I am virtually always introduced as President of IUPS. Despite the extent of this activity worldwide, the cost to the finances of IUPS has been absolutely minimal. Virtually all my travel and accommodation expenses have been met by conference organisers or by my own laboratory funds. Only occasionally has IUPS needed to guarantee funding, and in all cases alternative resources were eventually found. IUPS is not well-enough funded to permit a mission of this kind to be funded by the organisation itself. It requires senior officers who have the international reputation and reach to be able to carry the financial burden of such activity without relying on IUPS funds.

In this list, only lectures and meetings of international importance have been included. Over the period of 4 years, these amount to more than 50, in nearly 20 different countries, which covers about 40% of the IUPS national membership.

This range of national organisations has also enabled me to get a good feel for what many national societies are looking for in IUPS. Those wishes can be summarised as:

1. That IUPS should be strong both as representing the physiological sciences internationally and as a champion of the needs of individual member societies, most particularly in the smaller countries and in the developing world. Only a genuinely representative international organisation can achieve this.
2. That physiology needs defending as a discipline.
3. That the 4 year cycle of congresses should be maintained as the most visible sign of the international community.
4. That IUPS is required to defend the free movement of scientists (ICSU principle of universality) and has been called upon to act on visa problems.
5. That IUPS needs to be more democratic. It is remarkable that the voting for the new constitutional changes to create a Board of the General Assembly was 100% with over 2/3rds of delegates voting for the change. I think also that those societies that voted against probably did so because they thought that the changes did not go far enough. I encountered no requests that IUPS should remain unchanged.

It has been a great privilege and pleasure for me to fulfil this role as President.

2009

29-31 January

Lecture in Milan, Italy

9-12 March

Lectures in Lyon, France/Alpbach, Austria (EMBO course on systems biology) and Lyon (BioVision)

3-4 April

Lecture in Paris (ENS), France

14-16 April

Lectures in University of Iowa, USA

22-29 April

Daejon/Pusan/Seoul. South Korea

26-27 May

Lectures in Athens, Greece

17-18 June

Lecture in Sheffield, UK

26-30 June

Lectures in Turin, Italy and Paris, France

8-10 July

Lecture in Dublin, Ireland

13 July

Lecture at University of Warwick, UK

19-20 July

Lecture in Cambridge, UK

24 July – 1 August

Lectures, meetings, in Kyoto, Japan (IUPS Congress)

26-28 August

Lecture in Copenhagen, Denmark

30 August- 3 September

Lecture in Bordeaux, France

20-26 September

Course of 12 lectures at Yonsei University, Korea

1 October
Lecture in Basel, Switzerland

14-16 October
Lecture in Holland

27-28 October
Meetings in Brussels, Belgium

29 November – 2 December
Lectures at University of Michigan, USA

11-12 December
Conference in Paris, France

2010

5-7 January
Montpellier, France

16-18 February
Sheffield, UK

23-27 March
Paris, France

4-9 April
Paris, France

6-9 May
Munich and
Mannheim, Germany

3 June
Freiburg, Germany

1 July
Manchester, UK

25-28 August
Bordeaux, France

1-4 September
Chicago, USA

29-30 September
Brussels, Belgium

17-18 October
Cambridge, UK

20-23 October
Ljubljana, Slovenia

25-30 October
Bordeaux/Paris, France

11-14 November
Chicago, USA

1-3 December
Bangkok, Thailand

2011

17-20 February
Berlin, Germany

17-19 March
Paris, France

March 27-29
Lyon, France

May 5-9
Chengdu, China

June 23-26
Milan, Italy

July 22-24
Bordeaux, France

August 25-27
Zurich, Switzerland

2-4 September
London

October 7-9
Paris, France

October 16-18
Stockholm, Sweden

October 20-21

Birmingham, UK

December 11-17
New Delhi, India

2012

16-22 January
Tokyo, Japan

27-29 February
Heidelberg, Germany

16-18 March
Stockholm, Sweden

23-24 March
Paris, France

13-18 May
Maribor, Slovenia

29-30 June
Salzburg, Austria

8-11 July
Leipzig, Germany

Further lectures during 2012 are planned in Helsinki, Finland; London, UK; Paris, France; Basel, Switzerland; Souchou, China.

Appendix 2

Report on the international lecturing (plenary or keynote lectures) of the Vice President of IUPS, Peter Hunter relating to aspects of the IUPS Physiome Project.

2007-2012

2007

Feb 06-07	Washington, US	MIT-NSA instrumentation mtg
Feb 27-28	London, UK	Hounsfield lecture, Imperial College
Mar 21-23	Hong Kong & China	Plenary lecture IEEE ICIT 2007, Shenzhen. Lecture at CUHK
Apr 04-05	Auckland, NZ	1 st International CellML workshop
Apr 10-11	Washington, US	NIH Workshop on strategies for model sharing
May 20-24	NY & London	UoA alumni talks
June 24-28	Ascona, Switzerland	Invited talk at Omics physiome meeting
July 01-02	Nottingham, UK	International Advisory Board mtg, Centre for Plant Integrative Biology
July 10-17	Sienna, Italy	Lectures to summer school
Aug 08-09	Melbourne, Australia	Seminar at Monash
Aug 10-11	Oslo, Norway	Seminar to eVita group
Sept 26-29	Los Angeles, US	Biomedical Engineering Society (BMES) meeting
Oct 16-19	Fukushima, Japan	Plenary lecture to ICBEM2008 conference
Oct 24-25	Washington, US	NSF meeting on international collaborative science
Oct 29-30	Brisbane, Australia	Plenary lecture to MICCAI conference
Nov 05-09	Auckland, NZ	Plenary lecture to ER conference
Nov 27-30	Queenstown, NZ	Medsci Conference
Dec 08-10	Kyoto, Japan	Invited lecture at Kyoto Physiome Project symposium

2008

Feb 10-15	Perth, Australia	Invited talk on Physiome Project at Microscopy conference
Feb 19	Auckland, NZ	Opened Respiratory Physiome conf. in Auckland (organized by Merryn Tawhai)
Mar 26	Auckland, NZ	2 nd International CellML workshop
Mar 27-29	Waiheke, NZ	Organized International Heart Physiome mtg
Apr 05-09	San Diego, US	Organised Physiome session at Experimental Biology
Apr 10-12	Seoul, Korea	Plenary talk at Korean Physiological Society Physiome mtg
Apr 14	Wisconsin, US	Invited talk on Physiome Project at Medical College Wisconsin (MCW)
Apr 15	Madison, US	Invited talk on Physiome Project at Univ. Wisconsin, Madison
May 07-08	Osaka, Japan	Plenary lecture at Japanese Society for Medical and Biological Engineering
May 07-10	Kobe, Japan	Plenary lecture at 2nd MEI Int.l Symposium on Physiome and Systems Biology
Jun 02-04	Chicago, US	Keynote at HealthGrid 08 conference
Jun 13-14	Oslo, Norway	Invited lectures at Norwegian Life Sciences University
Jun 15-19	Crete	Invited lecture at Int.l Conf. on Pathways, Networks, and Systems Medicine
Jun 21-25	Brittany, France	Invited lectures at 8th IEEE EMBS Int.l Summer School on Biomedical Imaging
July 03	London, UK	Smith & Nephew lecture, Institute Mechanical Engineers (IMEchE)
Aug 04-07	Montreal, Canada	Invited lecture at SIAM Conference on Life Sciences
Aug 12	Auckland, NZ	Winter lecture on international research collaborations
Aug 17-19	Maynooth, Ireland	Plenary lecture at Systems Biology Conf at Hamilton Institute

Aug 23-27	Gotenburg, Sweden	Keynote lecture at Int.I Conf. on Systems Biology (ICSB)
Oct 02	Melbourne, Australia	Plenary lecture on Physiome Project at MERIT symposium
Oct 22-24	Brussels, Belgium	Invited talk at ICT-Bio Meeting
Nov 16-17	Christchurch, NZ	Plenary lecture on Physiome Project at EPSM-ABEC Conf
Dec 01-06	Hawaii, US	Keynote lecture at HealthGrid Workshop at RCMI symposium

2009

Feb 2-3	Cambridge, UK	VPH Industry meeting.
Mar 2-4	Atami, Japan	11 th Tamagawa Dynamic Brain Forum
Apr 18-22	New Orleans, US	Experimental Biology VPH/Physiome session
Apr 21-23	North Carolina, US	Virtual Tissue workshop at Environmental Protection Agency (EPA)
May 25-30	Oslo, Norway	Seminars and workshops at Norwegian University of Life Sciences
June 29-30	Oxford, UK	Plenary lecture for opening of OCCAM Institute
July 1-19	Cambridge, UK	Workshop on computational physiological modeling
July 20-24	Cambridge, UK	Heart Physiome Conference
July 27-31	Kyoto, Japan	Lectures and workshops at 36 th IUPS World Congress
Aug 27-28	Alpbach, Austria	Alpbach Technology Forum
Sept 2-6	Minneapolis, US	Engineering in Medical & Biology Conference (EMBC)
Sept 6-8	Pilsen, Czech Republic	INCF 2 nd World Congress of Neuro-informatics
Sept 16-18	Bologna, Italy	ICCB2009
Sept 21-24	London, UK	MICCAI conference
Oct 2-3	Melbourne, Australia	Monash University
Dec 15-16	Washington DC, US	NIH IMAG Futures meeting

2010

Feb 08	San Diego, USA	NBCR-RAC Meeting
Feb 09-10	Utah, USA	NCRR EAB Meeting
Feb 13-18	San Diego, USA	SPIE Medical Imaging
Feb 25-26	Auckland, NZ	3 rd International CellML Workshop
Mar 29–Apr 1	Perth, Australia	Margaret River Forum
June 31-Jul 2	Amsterdam,	10 th International Conference on Computer Science (ICCS)
June 02-05	Sardinia, Italy	4 th Int. ^{al} symp on Math & Numerical Modeling of Physiological Flows (MPF)
June 10	Oxford, UK	British Heart Foundation (BHF) talk
June 24	Oxford, UK	OCCAM Advisory Board Meeting
July 5-8	Edinburgh, UK	17 th Congress of the European Society of Biomechanics
July 9-14	Rhodes, Greece	8 th International Conference on Pathways, Networks and Systems Medicine
Aug 1-4	Singapore	World Congress on Biomechanics WCB 2010
Aug 28-31	Argentina	Engineering in Medicine & Biology Society (EMBS) conference
Sep 27-29	Brussels	ICT2010 Conference
Oct 30-2	Brussels	VPH2010 Conference
Oct 6-9	Edinburgh, UK	COMBINE Workshop
Oct 10-15	Edinburgh, UK	11 th International Society for Systems Biology (ICSB) Conference
Oct 18	Hinxton, UK	VPH – Systems Biology Meeting
Oct 19-20	Barcelona, Spain	euHeart General Assembly Meeting
Oct 27-28	Washington DC, USA	NIH Interagency Modeling Analysis Group (IMAG) annual mtg
Nov 4	Melbourne, Australia	Invited talk at Bio21 Cluster: Systems Biology Symposium
Nov 19	Sydney, Australia	Invited talk at Biological Systems Engineering Workshop, UNSW
Nov 30 - Dec 3	Queenstown, NZ	MedSci 2010 Conference
Dec 5-8	Dresden, Germany	Opening lecture for German Govt Virtual Liver Network (VLN) Project
Dec 9	Berlin, Germany	Invited talk at Max Planck Institute
Dec 10	London, UK	VPH FET Meeting

2011

Feb 14	Tehran, Iran	Sharif University
Mar 28-29	Cambridge, UK	EBI Industry workshop
Mar 30	Washington DC, US	2 nd Int. ^{al} Conf on Computational & Mathematical Biomedical Eng. (CMBM)
Apr 1	San Diego, US	UCSD 50th Anniversary Skalak Memorial Lecture
Apr 11	Auckland, NZ	4 th International CellML Workshop
Apr 13	Auckland, NZ	Les Woods Memorial Lecture
May 4	San Francisco	Heart Rhythm Society

Jun 10-15	Crete, Greece	9 th International Conference on Pathways, Networks and Systems Medicine
Jun 27	London, UK	VPH Future Emerging Technologies mtg
Jun 28-Jul 2	Krakow, Poland	8th European Conference on Mathematical & Theoretical Biology (ECMTB)
Aug 8-9	Perth, Australia	Cartilage and Bone Symposium
Aug 26-27	Seattle, US	Global Alliance to Prevent Prematurity & Stillbirth (GAPPS)
Aug 29-Sep 1	Stanford, US	Int. ^{al} Union of Theoretical & Applied Mechanics (IUTAM) Symposium
Sep 1-4	Boston, US	Engineering in Medicine and Biology annual Conference (EMBC)
Sep 7-9	Washington DC, US	FDA 4 th annual workshop on Computer Methods for Medical Devices
Oct 6	Washington DC, US	NIH Interagency Modeling Analysis Group (IMAG) annual mtg
Nov 21-23	Osaka, Japan	4 th Int. Symposium on Physiome & Systems Biology
Dec 5	Sydney, Australia	10 th Engineering Mathematics and Applications Conference (EMAC)

2012

Mar 20	Auckland, NZ	5 th International CellML workshop,
Mar 26-27	Melbourne, Australia	Systems Biology of Colonic Crypts Symposium
April 26-27	Atlanta, US	7 th Int.al Symposium on Biomechanics in Vascular Biology & CV Disease
May 2-5	Barcelona, Spain	International Symposium on Biomedical Imaging (ISBI)
May 26-31	Beijing, China	12 th World Congress on Medical Physics and Biomedical Engineering
Jun 10-15	Rhodos, Greece	9 th International Conference on Pathways, Networks and Systems Medicine

International Union of Physiological Sciences
Summary of 2011 Activity
 January through December 2011

	Jan - Dec 2011
<u>Income</u>	
Annual Dues	121,918.98
Investment Return	
Interest and Dividend Income	
BBIF Money Fund	2.23
Interest and Dividend Income	12,022.98
Total Interest and Dividend Income	12,025.21
Total Investment Return	12,025.21
Royalty Income	78.30
Total Income	134,022.49
<u>Expenses</u>	
Admin	113.70
Audit & Tax Prep	5,000.00
Bad Debt Expense	757.00
Bank Charges	1,000.79
Education Committee Expense	4,037.40
Grants	3,000.00
Meals & Entertainment	167.58
Membership Dues	150.00
Miscellaneous Expense	289.60
Publications	15,000.00
Salaries	
Manager's Salary and Benefits	61,442.39
Total Salaries	61,442.39
Travel	29,386.82
Total Expenses	120,345.28
<u>Income minus expenses for 2011</u>	13,677.21
<u>Balance of portfolio (including restricted funds) as of 12/31/11</u>	409,051.52

Duties of the IUPS Manager

The Manager position now combines (at reduced cost) the previous part-time positions of book-keeper and administrative assistant. The following list summarizes the major activities of the Manager:

Financial

- Send dues invoices to 42 adhering members
- Answer questions about accounts and wire transfers (e.g., members sometimes unable to wire due to incomplete information put on their banks' forms)
- Inform each member of receipt of payment on day wired
- Reconcile monthly statements
- Print reports for Executive Committee members
- Enter invoices and payments in Quickbooks
- Bill ten countries in Euros based on conversion rate on date of invoice; convert to US dollars on date of payment
- Pay bills for IUPS, including travel expenses for Council and Executive Committee meetings and for speakers to Education Committee workshops; upgrades of software; accountant's fees, etc.
- Help write grant proposals (e.g., ICSU grant application submitted in December 2011, 2012)

Planning

- Plan monthly Executive Committee telephone conferences (these cross time zones from New Zealand, to China, through the UK, to Cleveland, and finally LA)
- Organize in-person meetings for the Nominating Committee (every 4 years), Council (every 2 years), and the Executive Committee (every year)
- Assist in organizing the new Board of the General Assembly (BGA)
- Coordinate voting by all IUPS members regarding bylaws amendment
- Receive nominations for Board of the General Assembly, submit list to members and tally votes
- Plan weekly meetings with Secretary General
- Keep track of and implement items on the four-year calendar leading up to the IUPS Congress

Communications

- Communicate by email and phone on a daily basis with members of the ExCo, Council, and Commissions regarding IUPS business
- Correspond with new members of the Board of the General Assembly, and support the BGA as needed
- Correspond with physiologists around the world, answering questions and assisting in projects related to IUPS
- Set up video conferences for physiologists in 14 time zones around the world
- Draft letters and emails for Secretary General
- Coordinate satellite symposiums (e.g., the 2013 Inter-Union meeting on Systems Biology)

- Locate physiologists in nonmember countries (e.g., Myanmar, Lebanon) for Membership Committee to approach

New IUPS website

- Solicit and assemble bids
- Assist the website designer in establishing design parameters for the website
- Input data to the website databases
- Solicit data for website from ExCo, Council, and Commission members
- Work with programmer to complete in a timely manner