



## **LEADERSHIP HANDBOOK**

*Revised March 2012*

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## FOREWORD

The Federation of American Societies for Experimental Biology (FASEB) advances biological science by promoting scientific progress and education through advocacy consistent with its status as a 501(c)(3) organization, leading to improvements in human health. FASEB also serves in other capacities in which the member societies can function more efficiently as a group than as individual units. The Federation advances health and welfare by promoting progress and education in biological and biomedical sciences through service to its member societies and collaborative advocacy.

It is clear that FASEB member scientific societies can be most effective in public policy by acting in concert. Science policy analysis, the development of consensus on policy issues, and advocacy for those policies constitute the core of the FASEB public affairs program. The Federation also provides logistic support and specialized services to its member societies in order to assist them in meeting their goals.

The Board of Directors is FASEB's governing body. It is the vision and advice of the Board and its committees that guide us in fulfilling our mission. Furthermore, the Board has an essential fiduciary responsibility to manage FASEB's business affairs. FASEB developed this handbook for Board and committee members as a guide to the governance of the Federation, and to serve as a resource to assist in understanding its policies and procedures. For more detailed information about FASEB's governance, the Bylaws can be found on the FASEB website at [www.faseb.org](http://www.faseb.org).

The handbook will be updated from time to time and suggestions for its improvement are welcome.



**Guy Fogleman, PhD**  
**Executive Director**  
**March 2012**

## INTRODUCTION

The Federation of American Societies for Experimental Biology (FASEB) is a corporate body of independent societies governed by a Board of Directors. There are no “individual” FASEB members; however, the member societies may nominate appointees from their memberships to serve on the FASEB Board and committees, and to provide advice and assistance in FASEB activities.

FASEB’s mission is to advance health and welfare by promoting progress and education in biological and biomedical sciences through service to its member societies and collaborative advocacy.

In August 2008, the FASEB Board of Directors approved a “strategic map” that appears on page 18 of this handbook.

## HEADQUARTERS

Headquarters for FASEB and ten of its member societies are located at 9650 Rockville Pike in Bethesda, Maryland. The FASEB-owned campus is named the Beaumont campus after the pioneer physiologist, William Beaumont.

When the property was acquired in 1954, the existing stone mansion was converted to an office building and named Beaumont House. The Milton O. Lee Building, named for the first executive officer of the Federation, was constructed in successive stages between 1961 and 1986. A parking deck with 215 parking spaces opened in the spring of 2003, and in January of 2004, the East Wing was completed, adding 50,000 square feet of office space to the campus for a total of approximately 167,000 square feet.

## GOVERNANCE

### Authority

The Federation Board has the responsibility for control and general management of all affairs of the Federation. The Board controls and is responsible for all assets of the Federation. It establishes an annual budget proposed by the finance committee, and determines the annual dues for member societies. Any member society or the FASEB Executive Director may refer matters to the Board for consideration.

### Responsibility

The Federation Board has important legal responsibilities. These include the fiduciary duties of care, which require attentiveness and diligence in overseeing the operations of FASEB, and loyalty, which requires that the interests of FASEB supersede any personal, business, or other interests of Board members.

As the repository of the ultimate corporate authority, members of the Federation Board, when acting in their official capacity, must also be mindful of the potential impact of their actions on FASEB, including purporting to speak for FASEB and interacting with FASEB staff.

### Board Composition

The Federation is governed by a Board of Directors consisting of the following members:

<b>Officers</b>	<b>Term</b>	<b>Voting Status</b>
President	1 yr	Voting in the event of a tie
President-Elect	1 yr	Voting
Immediate Past President	1 yr	Non-voting
Vice President for Science Policy	1 yr	Voting
Treasurer	2 yrs	Voting
Secretary/Executive Director	N/A	Non-voting

### Directors

One appointee from each member society	4 yrs	Voting
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<b>Other Leadership Positions</b>	<b>Term</b>	<b>Voting Status</b>
President-Elect for Science Policy	1 yr	Non-voting
Immediate Past President for Science Policy	1 yr	Non-voting
Treasurer-Elect	1 yr	Non-voting

### **Advisors**

One advisor from each member society (optional)	1yr	Non-voting
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All terms of office commence on the July 1 following elections, with the exception of the Secretary. The Executive Director of the Federation serves as Secretary of the Board and serves throughout the contractual period.

The Board meets twice a year in person (usually in June and December) and by conference call the other ten months of the year. Special meetings may be scheduled as determined by the President. Each member of the Board of Directors must attend (in person or by conference call) at least 50% of the Board meetings annually.

A quorum of the Board consists of a majority of all the voting members of the Board, not including the President. All votes require a simple majority (of those members present and voting) to pass, with the exception of approving amendments to the bylaws, which require a two-thirds majority. To take action by written ballot, a majority vote of all voting Board members is required. The ballot may be delivered to the Board members by any means deemed appropriate. Board members may not vote by proxy.

If a Director cannot complete his or her term, the member society may appoint a representative to finish that term.

## **OFFICERS**

One must be a FASEB society member to serve as an officer (excluding the Secretary). If a Board representative appointed by a member society becomes an officer of the Federation, that person may not serve the remainder of that term; however, the society may appoint a replacement to finish the term. No member may serve in two officer positions simultaneously.

### **President**

The President-Elect takes office as President on July 1 following his or her term as President-Elect. The President serves as chair of the Board of Directors, and as a voting member of the Executive Committee and the Public Affairs Committee. The President presides at Board meetings, but votes only in the event of a tie. The President is also an ex officio, non-voting member of all other committees. On all external matters, such as public affairs, the President is the chief spokesperson for FASEB when representing FASEB policies to the public.

### **President-Elect**

The President-Elect is elected annually by the Board, from among current Board members and individuals who have served on the Board within the prior two years. The President-Elect is a voting member of the Board. In the absence of the President, the President-Elect presides at meetings of the Board, voting only in the event of a tie. The President-Elect serves as the chair of the Public Affairs Committee as a voting member.

### **Immediate Past President**

The immediate past President serves a one-year term as an Officer of the Federation, as a non-voting member of the Executive Committee, and as a non-voting member of the Board.

### **Treasurer**

The Finance Committee nominates one or more of its voting members for the position of Treasurer-Elect. After review of the nominees by the Executive Committee, the President recommends one nominee to the Federation Board for election.

The term of service includes one year as Treasurer-Elect, followed by two years as Treasurer. The Treasurer-Elect is a voting member of the Finance Committee, and may serve as an ex officio, non-voting member on other committees, as recommended by the President. The Treasurer is a voting member of the Board and chairs the Finance Committee as a voting member. The Treasurer may not serve concurrently as a society appointee to the Board.

The Treasurer is responsible to the Federation Board for safeguarding the funds of the Federation; and advises the Board concerning the propriety of fiscal practices relating to established Federation policies, and in relation to the policies of granting and taxing agencies.

### **Vice President for Science Policy**

The Vice President for Science Policy is a voting member of the Board. The Board member elected to this position serves a three-year term on the Science Policy Committee. In the first year of the term, the Vice President-Elect for Science Policy is a voting member of the committee. In the second year of service, the Vice President for Science Policy serves as chair of the committee as a non-voting member and relinquishes his or her role as a society appointee to the Board. In the third year, the immediate past Vice President for Science Policy serves as a non-voting member of the Board and as a voting member of the committee.

### **Secretary**

The Executive Director of the Federation serves as the Secretary of the corporation and as a non-voting member of the Board. The Secretary is responsible for giving notice of the Federation Board meetings and insuring that minutes are properly recorded. The Secretary is also responsible for assuring that all documents required by law are properly kept and filed for the archival records of the Federation, and for performing such other duties as may be assigned by the President or by the Federation Board.

## **COMMITTEES**

Service on committees provides Board members with the widest possible exposure to FASEB activities. Committees listed in the Bylaws are “standing” committees. Other committees established by the Board are referred to as “ordinary” committees. Ordinary committees may be chartered for an indefinite period or may be ad hoc.

### **Standing Committees**

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#### **Executive Committee**

The Executive Committee is comprised of the President, President-Elect, immediate past President, Treasurer, Vice President for Science Policy, and Secretary. The President chairs the committee and sets the agenda. The Executive Director serves as Secretary of the committee. Individuals may be invited to participate in meetings at the discretion of the President (e.g., the Treasurer-Elect and the Deputy Executive Director for Policy). The committee approves interim appointments to FASEB committees; acts on behalf of the Board between regular Board meetings on issues requiring timely action; and on such other matters as the President may place before the committee. The committee acts as the Federation’s Nominating Committee for selecting a slate of officers, and as a Search Committee for Executive Director.

#### **Executive Officers Advisory Committee**

The Executive Director of the Federation and the executive officers of the member societies comprise the Executive Officers Advisory Committee. This committee is chaired by the Executive Director of the Federation or in his/her absence, by one of the society executive officers. The Executive Officers Advisory Committee addresses items of mutual interest to the Federation and the member societies. Reports of the meetings are presented at Federation Board meetings semi-annually.

#### **Finance Committee**

The Finance Committee is comprised of the Treasurer, Treasurer-Elect (when in effect), and at least six additional members (not to exceed twelve). The Federation Board appoints the committee members for terms of three years. Additionally, the President, President-Elect, immediate past President, and Treasurer serve on the Finance Committee as ex-officio non-voting members.

In making appointments to the Finance Committee, the Board considers nominations from the member societies, and seeks persons with financial experience. Additionally, in making appointments, the Board will give consideration to ensuring, as much as possible, a balance of representation from founding and other societies, from on-campus and off-campus societies, as well as a from large and small societies. Terms are staggered so that approximately 1/3 of committee members rotate off each year. No society may have more than one representative on the Finance Committee. (Note: the Treasurer and Officers in the Presidential line are not considered society representatives.)

The Finance Committee, in consultation with the Executive Director, is responsible for recommending an annual budget to the Federation Board; safeguarding the invested funds of the Federation; recommending an

investment policy for the Federation (subject to approval by the Federation Board); performing all negotiations with duly authorized investment counselors; and in all other ways, to assist the Treasurer.

### **Membership Committee**

The Membership Committee is comprised of the FASEB President, President-Elect, immediate past President, and at least four individuals who currently serve, or have served on the Board of Directors within the prior two years, and at least one executive officer from a FASEB member society. Volunteers to serve on the Membership Committee are sought each June, and are appointed by the Board from among those who are eligible and who volunteer to serve.

The Membership Committee meets by teleconference as needed and, when necessary, may meet face-to-face in conjunction with the semi-annual FASEB Board of Directors meeting.

The Membership Committee reviews applications for FASEB membership and reports the conclusions of their deliberations to the Board; makes recommendations to the Board regarding membership criteria; makes recommendations of candidate organizations that should be approached regarding possible FASEB membership; addresses issues of membership retention and membership admission; and addresses any other topics related to FASEB membership.

### **Public Affairs Committee**

The Public Affairs Committee (PAC) is comprised of the President, President-Elect, immediate past President, Vice President for Science Policy, Vice President-Elect for Science Policy, past Vice President for Science Policy, Treasurer, and two additional Board members who are nominated and elected by the Board for one-year terms. To be elected to the PAC, one must be a current FASEB Board member whose term extends beyond June 30 of the current year, or an individual whose term on the Board will begin on July 1 of the current year. The PAC is charged with coordinating the public policy activities of the Federation.

The PAC holds a monthly conference call and meets face-to-face twice annually to discuss public affairs strategies for reaching organizational goals. These face-to-face meetings (one in the spring and one in the fall) are usually held on the FASEB campus. Meetings are open to all interested Board members, society executives, and public affairs staff.

The FASEB President-Elect serves as chair of the PAC as a voting member. The Deputy Executive Director for Policy serves as an ex officio, non-voting member of the PAC, and serves as the Secretary of the committee. The Executive Director serves as an ex officio, non-voting member of the committee.

### **Publications and Communications Committee**

The Publications and Communications Committee (PCC) is comprised of up to one appointee from each of the member societies and a chair, appointed by the Board from among committee members. The Executive Director serves as an ex officio, non-voting member of the committee. The Editor-in-Chief of *The FASEB Journal* and the executive officers of the member societies are ex officio, non-voting members.

The PCC reviews the use of print and electronic media by FASEB departments in the discharge of their responsibilities, and makes recommendations encouraging the use of alternative media in communication and dissemination of information relating to FASEB activities and programs. In particular, the focus of the PCC is on *The FASEB Journal* and the FASEB Directory of Members, and other publications that the President or the committee chair submit for review and advice. In addition, the PCC monitors and provides advice regarding the use of electronic media in the dissemination of information about activities in public affairs.

The PCC reviews the fiscal and other performances of FASEB publications including, but not limited to, *The FASEB Journal*.

### **Science Policy Committee**

The Science Policy Committee (SPC) is comprised of up to one appointee from each member society. The Vice President for Science Policy serves as chair of the committee. The Vice President-Elect for Science Policy serves as chair in the absence of the Vice President for Science Policy. Non-voting ad hoc members with special expertise may be invited by the Vice President for Science Policy to participate in the activities of the committee without a vote. The Deputy Executive Director for Policy and the Executive Director serve as ex officio, non-voting members of the SPC.

The committee monitors and advises the President and the FASEB Board on developments in such public policy issues as the committee, the Public Affairs Committee, or the Board may consider important. The committee will advise on the selection and organization of consensus conferences, projects demonstrating the benefits of

biomedical research, studies referred to the committee by the Board, and other projects initiated by the committee to develop policy proposals in the interest of biomedical scientists.

Most of the work of the SPC is done through subcommittees established by the SPC which focus on specific issues of interest to the committee members and to FASEB. SPC members are expected to serve on at least one subcommittee which will help to ensure that subcommittees have sufficient representation by SPC society representatives. Subcommittee members will serve three-year terms for standing subcommittees and one-year terms, or for the duration of the subcommittee's existence if the duration is less than one year, for ad hoc subcommittees.

### **Subcommittees of the Science Policy Committee**

#### **Animals in Research and Education Issues Subcommittee**

The Animals in Research and Education Issues Subcommittee is a standing subcommittee charged with: 1) promoting FASEB's positions and statement on principles on the humane use of animals in research and education; 2) monitoring and responding to legislation and policies related to the use of animals in research, developing new positions as necessary; 3) developing educational materials on the biomedical advances made possible through the use of animal models and the regulatory schema protecting the welfare of animals used in research; and 4) promoting sound animal welfare standards and practices based on sound science.

#### **Biosecurity Subcommittee**

The Biosecurity Subcommittee is an *ad hoc* subcommittee. The subcommittee's mission is to monitor and respond to regulatory/oversight efforts related to dual use life science research, including those of the National Science Advisory Board on Biosecurity (NSABB). The subcommittee is also monitoring and responding as necessary to related biosecurity policy issues, such as efforts to develop a biosecurity code of conduct for life scientists or discussions of international harmonization of dual use research oversight. In all of these activities, the subcommittee is committed to ensuring that the voice of the research scientist is heard in these ongoing policy discussions.

#### **Breakthroughs in Bioscience Subcommittee**

The charge of the Breakthroughs in Bioscience Subcommittee is to choose timely topics that demonstrate the critical link between basic research in the biomedical sciences and the improvement in the quality of medical care available to our citizens. These topics are then developed into articles that are easily accessible to a broad audience of non-scientists including legislators, policy makers, and the general public. The original purpose of the series was to provide Congress with direct information that could be used to justify support for biomedical research. As the series has evolved a second component has been the use of these articles in science education. The subcommittee is a standing subcommittee of the SPC, and its yearly goal is to produce two high quality Breakthroughs issues for distribution.

#### **Clinical Research Subcommittee**

The mission of the Clinical Research Subcommittee is to represent the FASEB member societies on policy issues related to clinical research. Relevant activities for this subcommittee may include, but are not limited to, training, funding, workforce and regulatory issues, and education of scientists and the public as they relate to clinical research. Policy statements and projects related to these issues may stem from the interests of subcommittee members or develop in response to relevant issues as they arise. The Clinical Research Subcommittee will work closely with other committees and subcommittees on issues that are important to the entire research enterprise, such as training and research funding.

#### **International Issues Subcommittee**

The goal of the International Issues Subcommittee is to provide benefit to international members of FASEB societies to: 1) promote interaction and dialogue within the global scientific community on policy issues relating to research and education in the life sciences and 2) to advance FASEB's perspective on international science policy issues, if possible.

#### *Specific aims:*

- 1) Populate the subcommittee with FASEB Society members with expertise or an interest in international policy issues relevant to the scientific community, as well as international members of the FASEB member societies;
- 2) Obtain input from member societies related to international science policy issues or policy issues of specific concern to international society members;
- 3) Identify peer organizations in other nations or international in scope with shared interests and establish liaisons with these organizations;
- 4) Provide an international perspective on ongoing policy or regulatory issues, as needed;

5) Engage in unique international science policy issues, such as visa policies or international intellectual property issues.

#### **NIH Issues Subcommittee**

The NIH Issues Subcommittee was established to promote best practices at NIH and review and comment on a range of issues that affect NIH-funded research. Topics the committee has addressed include the NIH reauthorization, the SBIR set-aside and ethics regulations for NIH employees. The subcommittee's charge is to: 1) incubate big-picture strategic thinking about the NIH and how it funds science; 2) proactively develop FASEB positions; and 3) monitor and respond to proposed legislative and regulatory issues not covered by other subcommittees.

#### **Peer Review Subcommittee**

The Peer Review Subcommittee was formed as an *ad hoc* subcommittee in July 2006 to address current challenges for the NIH Center for Scientific Review (CSR) peer review process and opportunities for FASEB to engage. In 2007, the membership was restructured to address NIH Peer Review Self-Study activities.

#### **Research Information Technology Subcommittee**

The mission of the Research Information Technology (IT) Subcommittee is to represent the FASEB member societies on issues related to federal investment in research IT infrastructure and health and vital information access for the biomedical research community. Relevant activities for the subcommittee may include, but are not limited to, providing recommendations and feedback to federal science agencies and Congress on the IT needs of the biology research community, providing recommendations and feedback on the development and accessibility issues of the National Health Information Network, and ensuring and enhancing researcher access to existing federal and state health information and vital statistics registries.

#### **Training and Career Opportunities Subcommittee**

The goal of this standing subcommittee is to monitor and respond to legislative and policy issues related to the training and career development of graduate students, postdocs, and early career investigators in the biomedical sciences. The subcommittee also tracks and analyzes data on the biomedical workforce and develops and promotes training and career resources aimed at improving the training environment and preparing biomedical scientists for a wide range of careers.

### **Ordinary Committees**

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#### **Excellence in Science Award Committee**

The Excellence in Science Award Committee is comprised of up to one appointee from each member society. The chair is appointed by the Board from the committee's membership as a voting member. The Executive Director serves as an *ex officio*, non-voting member.

The award recognizes a woman whose career achievements have contributed significantly to further our understanding of a particular discipline by excellence in research. The committee reviews nominee submissions and makes a recommendation to the Board of Directors.

#### **Protection of Human Subjects Committee**

The Protection of Human Subjects Committee is comprised of three executive officers of FASEB member societies and the FASEB Executive Director. Committee members must be knowledgeable about human subject protection regulations. The committee is authorized to determine if a FASEB member society program involving surveys that evaluate educational programs and other social science endeavors are exempt from IRB review (under HHS regulations at 45 CFR 46.101(b)). The committee shall ensure the appropriate communication of such a policy to all investigators.

#### **Sponsored Continuing Medical Education Committee**

The Sponsored Continuing Medical Education (CME) Committee is comprised of the FASEB Executive Director and the executive officers of FASEB member societies participating in the sponsored CME program.

The committee reviews sponsored CME applications submitted by participating member societies and determines if the application meets all requirements as set forth in the Accreditation Council for Continuing Medical Education and FASEB guidelines. Following the society's CME activity, the committee reviews the sponsored CME final report to ascertain full compliance with all guidelines.

## **Science Research Conferences Advisory Committee**

The Science Research Conferences Advisory Committee is comprised of up to one appointee from each of the member societies. To broaden the number of fields of science represented in a balanced conference series, ad hoc members are appointed as needed. The chair is designated by the Board from the committee's membership. The committee determines conference topics and organizers, and is responsible for recommending policies and standards for the conduct of the conferences. The Executive Director of the Federation is a non-voting member of the committee.

## **FASEB HEADQUARTERS**

The following are the departments of the Federation and the services they provide.

### **Executive Office**

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The FASEB executive office provides administrative support for the activities of the Board and many of the Board committees, including the executive committee. It is the administrative liaison between the Federation and member societies, and provides oversight and direction for the Federation departments. The executive office staff administers the FASEB excellence in science award, and maintains the FASEB archives.

### **Executive Director of the Federation**

The Executive Director of the Federation is appointed by a two-thirds majority of the Federation Board. The Executive Director is the chief executive officer and the secretary of the corporation; is responsible to the President and Treasurer for the funds and securities of the Federation; and advises the finance committee on the preparation of an annual budget for approval by the Federation Board. The Executive Director negotiates with external agencies on behalf of the Federation with the advice and consent of the Board.

The Executive Director reports to the Federation Board and performs duties as assigned by the President or the Board. The Executive Director is responsible for all Federation records; for the operation of the Federation office and its departments; for providing financial oversight for all FASEB departments; and for oversight of Federation publications.

The Executive Director may represent the Federation on behalf of the President upon his or her authorization.

### **Deputy Executive Director for Policy**

The Deputy Executive Director for Policy advises the Executive Director, the Board and its committees on issues relating to government affairs, research policy, coalition membership, and communications, and serves as an ex officio member of the public affairs committee. In addition, the Deputy Executive Director for Policy acts for the Executive Director in his or her absence. The Deputy Executive Director for Policy also serves as the Director of the Office of Public Affairs.

### **Deputy Executive Director for Administration**

The Deputy Executive Director for Administration is responsible for developing, implementing, coordinating, and directing policies and programs encompassing resource activities that include employment law; salary administration; performance and compensation management; employee benefits and equal opportunity programs; and a human resources information system. In addition, the Deputy Executive Director for Administration supports the Executive Director in projecting and conveying the Federation's culture, philosophy, mission, and objectives to the staff. The Deputy Executive Director for Administration is responsible for overseeing administrative functions as directed by the Executive Director, and provides advice on policy and procedural issues. The Deputy Executive Director for Administration acts for the Executive Director in his or her absence, and the absence of the Deputy Executive Director for Policy. The Deputy Executive Director for Administration also serves as Director of the Human Resources Department.

### **Deputy Executive Director for Business Development**

The Deputy Executive Director for Business Development develops, coordinates and directs business development and marketing activities for FASEB. The Deputy Executive Director for Business Development is responsible for FASEB's Society Management Services which incorporates Client Relations, Dues & Subscription Services, Professional Accounting Services, and Information Technology. The Deputy Executive Director for Business Development also serves as the Director of Publications, including publishing of *The FASEB Journal* and business components such as FASEB AdNet, Redactory, and Library Relations and Sales Services.

## **Comptroller**

The Comptroller serves as the Director of Financial Services, and is responsible to the Executive Director for managing the financial affairs of FASEB. The Director of Financial Services acts for the Executive Director in his or her absence, the absence of the Deputy Executive Director for Policy and the absence of the Deputy Executive Director for Administration.

## **Campus Services**

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Campus Services is responsible for the safety and comfort of campus staff and visitors, as well as providing an environment conducive to productive operations. Included in this charge are responsibility for campus infrastructure operations including the operation and maintenance of the physical plant and grounds, lease administration, reception services, on-site conference facilities, printing/copying, mailing support, fitness facility, procurement services, security, parking control, and other campus amenities. The Director of Campus Services is also responsible for community and tenant relations and acts as the primary FASEB representative with local community groups. Campus services is comprised of building and grounds, production services, and the conference center.

### **Buildings and Grounds**

The Buildings and Grounds Department is responsible for the operation and maintenance of the campus buildings, and the care and maintenance of more than eleven acres of grounds, roads, and parking areas. The department also assists with office renovation services for campus tenants on a fee-for-service basis.

### **Conference Center**

The Conference Center provides for the use of a 121-seat auditorium and several committee rooms of varying sizes. The department provides food and beverage services as required for each meeting, luncheon or reception on a fee-for-service basis. The Conference Center also operates campus staff lunch and morning coffee services.

### **Production Services**

The Production Services Department provides a wide range of graphic, reproduction, distribution, and procurement services to member societies, FASEB departments, and non-member societies. Many of these services are fee-for-service activities, including printing, graphic design, desktop publishing, photocopying, binding, inserting, addressing, mailing via USPS or express carrier, administering postal accounts, and purchasing. The department also provides for mail distribution and pick-up from all campus offices (twice daily), processing outgoing mail, and providing a campus centralized shipping and receiving area.

## **Financial Services**

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Under the direction of the Comptroller/Director of Financial Services, FASEB maintains a computerized accounting system and reports Federation financial results in accordance with the latest professional accounting standards. General accounting services include payroll, accounts receivable, cash receipts, accounts payable, budget vs. actual reports, investment reports, bank reconciliations, and project accounting.

## **Human Resources**

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The Office of Human Resources (HR) provides recruiting, screening, placement, and payroll services; and it administers employee benefits programs for FASEB and society staffs. HR monitors compliance with all federal reporting and disclosure requirements, administers the salary and performance management program of the Federation, and ensures compliance with equal employment opportunity requirements.

## **MARC & Professional Development Programs**

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### **MARC Program**

The Office of MARC and Professional Development Programs provides administration and logistic support for the FASEB Maximizing Access to Research Careers (MARC) Program, a federally funded program supported by two NIH grants that offers ancillary activities to support the training and development of under-represented minority students, post-doctorates, and scientists.

### **Professional Development Program**

The Office of MARC and Professional Development Programs also manages career services that specialize in biomedical career development and workforce recruitment. These services include FASEB Careers OnLine, a global network of biomedical professionals interfacing via the Internet; FASEB-managed virtual career fairs and

meeting-related career centers offering onsite career development and employment clearinghouse services available to biomedical societies; and the FASEB Life Sciences Job Center, an online listing of employment opportunities advertisements and job seekers' credentials.

## **Public Affairs**

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The Office of Public Affairs (OPA) works closely with the FASEB Board, science policy committee, and Public Affairs Committee to develop and promote policies relating to concerns of investigators in the biomedical sciences. OPA conducts policy research, develops position statements, collects information on legislative issues, plans strategic initiatives, informs policy makers, and works with FASEB leadership to present FASEB policies in executive, legislative, and other policy-making settings.

## **Publications**

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The Office of Publications provides both support and forums for scientific publishing. *The FASEB Journal*, an engaged source for insights into new science, is the primary publishing activity for the department. In addition, the office produces programs and abstracts for various FASEB meetings, publishes the print-on-demand version of the FASEB directory of members, manages editing and production of the *Journal of Leukocyte Biology*, and works with other FASEB and non-FASEB societies on their publishing efforts.

### **FASEB AdNet**

FASEB AdNet, the advertising network for the life sciences, is a division of the office of publications. FASEB AdNet represents more than 30 print and online periodicals, scientific meeting programs, abstracts, and directories on behalf of numerous life science publishers.

## **Society Management Services**

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### **Dues and Subscription Services**

Dues and Subscription Services contracts with societies to provide membership and subscription services ranging from coordinating renewal campaigns and processing payments to database maintenance, statistical reporting, and journal fulfillment. This group provides a high level of customer service to members and subscribers relating to these activities and collaborates with societies and their vendors to provide essential services.

### **Business Development & Marketing**

Business development and marketing is responsible for developing and implementing marketing plans, strategies and promotions for FASEB. These include the development and implementation of a coherent brand style that will help define FASEB from a marketing and branding perspective, ensuring the longevity of its identity, and increasing FASEB's recognition within the community.

Additionally, the business development and marketing office is responsible for providing enhanced and/or new marketing services to FASEB departments, including identifying potential new FASEB clients and member societies, cultivating new business relationships, conducting promotional activities and market research. The manager coordinates across departments to maximize the visibility and effectiveness of FASEB exhibits at various meetings. Other functions include website maintenance, production of annual report, management of affinity program, and centennial planning.

### **Information Technology**

Information technology provides the data, voice, and security infrastructure services for the Beaumont campus and for societies that are off campus. These services include desktop and server support, data backup, data security for desktops and servers, security audits, web development and migration, web to database integration, database development and support, software development, data network design and support, voice network design and support, contract negotiations for voice and data services, membership management support and training, online abstract processing and support, mass e-mails, and all types of IT support, development, and programming services.

### **Professional Accounting Services**

FASEB provides professional accounting services under contract for scientific organizations and scientific meetings. Services under contract to societies include daily financial support for accounting, cash management, payroll processing, coordination of the budgeting process, preparation of investment reports and monitoring of investment advisors, financial statement preparation, compliance with governmental laws and regulations, and liaison with external auditors for annual audit support and tax return preparation.

## **Scientific Meetings and Conferences**

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The office of scientific meetings and conferences (OSMC) provides meeting operational and logistical support to FASEB member societies and non-member organizations. With experience in managing meetings from 50 to over 15,000 attendees, both domestically and internationally, the OSMC team offers an extensive background and maintains flexibility to meet the unique needs of each client. The OSMC also manages the FASEB summer research conferences which take place at various locations around the world. Since 1982, The Federation has been accredited by the Accreditation Council for Continuing Medical Education to provide and sponsor continuing medical education for physicians. The OSMC is responsible for the administration of all FASEB CME activities.

## FASEB MEMBER SOCIETIES

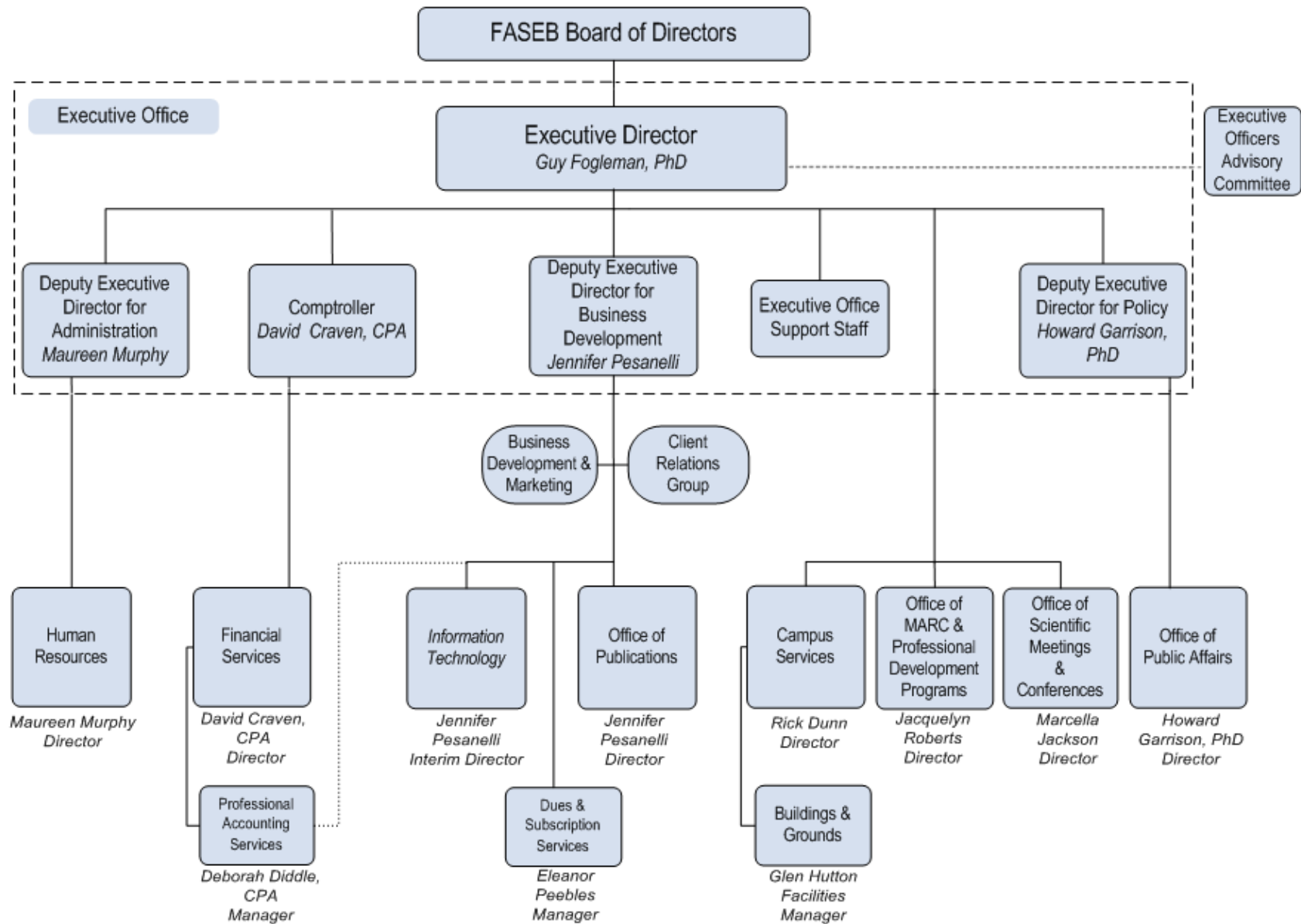
In Order by Date Joined

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APS	The American Physiological Society (1912)
ASBMB	American Society for Biochemistry and Molecular Biology (1912)
ASPET	American Society for Pharmacology and Experimental Therapeutics (1912)
ASIP	American Society for Investigative Pathology (1913)
ASN	American Society for Nutrition (1940)
AAI	The American Association of Immunologists (1942)
AAA	American Association of Anatomists (1993)
PS	The Protein Society (1995)
SDB	Society for Developmental Biology (1996)
APEPS	American Peptide Society (1996)
ABRF	Association of Biomolecular Resource Facilities (1997)
ASBMR	The American Society for Bone and Mineral Research (1997)
ASCI	The American Society for Clinical Investigation (1998)
SSR	Society for the Study of Reproduction (1998)
TS	The Teratology Society (1998)
TES	The Endocrine Society (1999)
ASHG	The American Society of Human Genetics (1999)
EMS	Environmental Mutagen Society (2001)
ISCB	International Society for Computational Biology (2003)
ACSM	American College of Sports Medicine (2005)
BMES	Biomedical Engineering Society (2009)
GSA	Genetics Society of America (2010)
AFMR	American Federation for Medical Research (2010)
HSC	The Histochemical Society (HSC) (2011)
SPR	Society for Pediatric Research (2012)
SFG	Society for Glycobiology (2012)

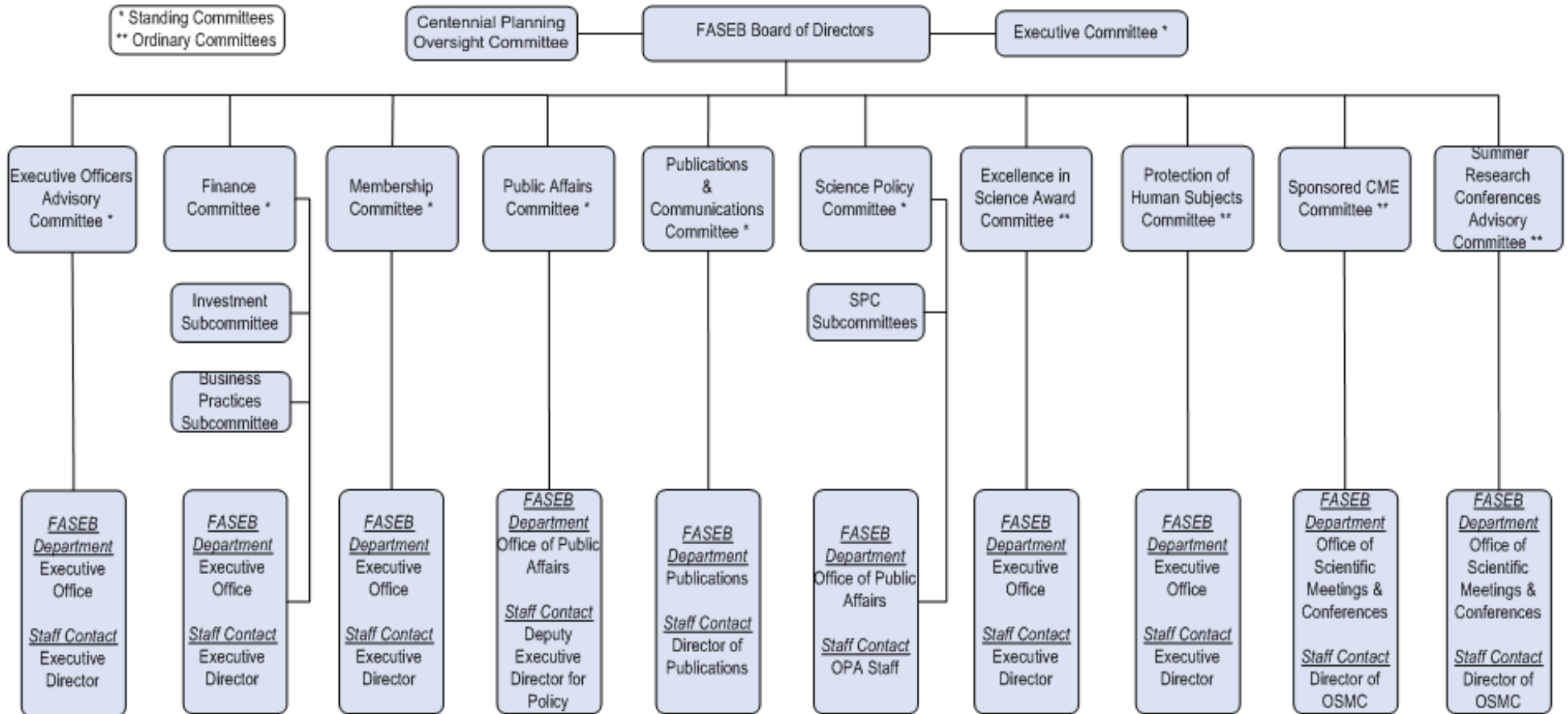
# FASEB ORGANIZATION CHART

Approved by the Board of Directors  
September 2011



# FASEB COMMITTEE STRUCTURE

Approved by the Board of Directors  
January 2011



## FASEB STRATEGIC MAP

Approved by the Board of Directors August 5, 2008  
 Modified by the Board of Directors June 7, 2010

**The Federation of American Societies for Experimental Biology (FASEB) advances health and welfare by promoting progress and education in biological and biomedical sciences through service to its member societies and collaborative advocacy.**

<b>PROMOTE OPTIMAL FUNDING FOR BIOLOGICAL &amp; BIOMEDICAL RESEARCH</b>	<b>IMPROVE THE RESEARCH CLIMATE</b>	<b>EXPAND THE COMMUNITY THAT FASEB REPRESENTS</b>	<b>PROVIDE VALUE FOR THE FASEB SOCIETIES AND THEIR MEMBERS</b>	<b>STRENGTHEN EFFECTIVENESS AND SUSTAINABILITY OF THE FEDERATION</b>
Strengthen liaisons with Congress and federal agencies	Develop advocacy policies and priorities	Assess optimal number and nature of member societies and affiliates	Solicit input from member societies to better understand and address their needs	Expand, enhance, and diversify FASEB's service activities
Increase strategic partnerships with other organizations	Promote training and sustainable careers in biological and biomedical sciences	Develop strategies in response to the increasing globalization of science	Improve communication with member society leadership to promote active and enthusiastic participation in the Federation	Develop new sources of revenue, consistent with FASEB's mission, to increase its economic health
Advocate for investigator-initiated research within a balanced science portfolio	Educate and engage scientists, the public, and policy makers on important and emerging topics and successes in biological and biomedical science	Educate scientists to become more effective advocates for science	Encourage participation of individuals in FASEB and member society activities  Promote synergies among member societies	

***FASEB: The policy voice of biological and biomedical researchers***