



Annex 3 of the EPS Bylaws

Duties of the Executive Committee of the EPS: The Secretary

The Secretary shall implement the resolutions of the General Assembly and of the Executive Committee (paragraph 11.1 of the Statutes), and also:

1. Update (amend) the Statutes and Bylaws, including the Annexes
2. Manage membership affairs:
 - updates of the member list, including resignations,
 - decisions on the eligibility of membership applications.
3. Prepare the General Assembly meetings, Executive Committee meetings, and in every two years the International Liaison Committee meeting, by:
 - Organizing the meetings in collaboration with the host
 - Preparing the Agenda
 - Sending the Invitations
 - Elaborating the Minutes
4. Organize the nomination/election/voting for the
 - Rudinger Award, Zervas Award, Bodanszky Award
 - National Representatives (Effective Members) of the General Assembly
 - Members of the Executive Committee
5. Arrange the decorations (certificates, medals) for
 - Rudinger Award, Zervas Award, Bodanszky Award
 - Members of the General Assembly
6. Manage the establishment, updating (amendments), and termination of contracts in general, with the Publisher in relation to the Journal of Peptide Science, website, and Newsletter.
7. Communicate and collaborate with the organizer of the biennial European Peptide Symposia in the preparatory phase.
8. Coordinate various affairs within the General Assembly and in the Executive Committee.