



Application Submission Guide

Before You Begin

Check your ACC membership. To access the Nominations Portal, you must be a current ACC member, in good standing with the college. For questions related to your membership, please contact Member Care, Monday through Friday from 9 a.m. to 5 p.m. ET at 800-253-4636, ext. 5603 or email membercare@acc.org.

Accessing and Using the Nominations Portal

- Visit <https://nominations.acc.org> and log in with your acc.org username and password.
 - To create a free acc.org account please [click here](#).
 - If you have forgotten your login information, please [click here](#).
- For the best experience, we recommend using Google Chrome when accessing the Nominations Portal.
- The portal does not support document uploads. You must directly paste or type your application content into all provided text boxes, including the Digital CV and Statement of Reference.
- All required text boxes (marked with *) must contain at least 50 characters. The system will not allow you to proceed if this requirement is not met.

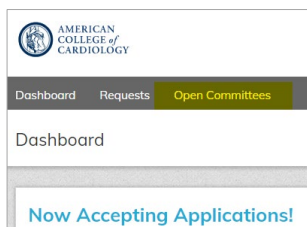
⚠ Remember to save often! The system will time out if left idle and your work will not be saved.

Browse Committees with Open Positions

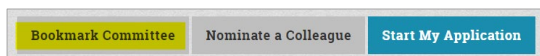
If this is your first time applying to ACC committees, we highly recommend browsing the committees and bookmarking those that interest you before adding them to your application. Review the committee details thoroughly, including roles and responsibilities, competencies, and composition, to understand the committee structure before applying.

⚠ The list only includes committees with open positions; therefore, it changes yearly. If you don't see a particular committee, there are currently no open positions available for appointment.

- To browse committees with open positions, click 'Open Committees' from your user dashboard.



- You'll see a list of all committees accepting applications. If you find a committee you want to bookmark, scroll to the bottom of the committee page, and click 'Bookmark Committee'. This will save the committee to your navigation pane.



- To view committees that you have bookmarked, click 'Bookmarked' from your navigation pane. You can also filter by the committees for which you have been nominated.

Starting Your Application

Navigate to your dashboard and click the green 'Start My Application' button. If you have already started an application, this button will change to 'Edit My Application.' If you have submitted your application, it will change to 'Review My Application.'

- The navigation pane will show the number of open positions for each committee and specify if any leadership roles, like Chair or Chair-Elect, are available for appointment.
- Click the '+' button to add a committee to your application. You can also review committees you've previously bookmarked or those you've been nominated for. You may apply to a maximum of three committees (i.e., you may select to apply for one, two, or three committees).

⚠ You're allowed to submit only one application during the submission window. Therefore, please list all committees you want to be considered for in your application.

⚠ If a colleague nominated you for a committee and you want to be considered for appointment, you must add that committee as one of your three selections. A nomination alone does not automatically qualify you as an applicant for that committee.

- After selecting your desired committee(s), you can reorder them by dragging and dropping. Use this feature to indicate your preference for committee participation, with #1 indicating your highest interest. If you're keen on joining a committee, make sure to rank it as #1 on your application.

Provide a Statement of Interest

All applications for committee participation necessitate a self-submitted Statement of Interest to bolster your application. This crucial personal statement outlines your qualifications and competencies relevant to the committee/section leadership council you're applying to. While the Nominating Committee prefers that you provide individual statements for each committee, you have the option to submit one general statement for all committees within your application using the "General Statement" text box. Statements should provide insight into the following:


- Relevant experience related to your committee choices, with a clear rationale for why you are applying.
- Illustration of experiences within and outside the College, highlighting anticipated contributions and special constituency representation.
- Articulation of short-term and long-term professional goals, alongside motivation for expanding ACC involvement and aspirations within committees.
- Presentation of evidence aligning your skills with committee requirements, demonstrating vital competencies.
- Explanation of your contributions to the committee and post-appointment objectives, with justification for reappointment if applicable.


Select a Reference Writer

All applications for committee participation require a statement of reference from a current ACC member. Choose someone who knows you and can offer concrete examples of your skills. Reference writers should highlight observed examples of you demonstrating the specified competencies of the committee.

If an ACC member has nominated you for a committee, you can use this nomination statement instead of selecting a separate reference writer. Please note that all nomination and reference statements are confidential and cannot be reviewed by the applicant.

- To select a member to provide a statement on your behalf, use the 'Search' bar to find members by name, email, or country.
- Search results will only include members in good standing who are up to date on their dues. The current ACC President, members of the Nominating Committee, and ACC staff are not eligible to provide letters of support.
- For search parameters and troubleshooting tips, [click here](#).
- After you submit your committee application, the system will automatically email your chosen reference writer, requesting a statement on your behalf. This email will include a link to the portal, instructions for completing the statement, and the submission deadline.

 **Reference writers, if you are unable to provide a reference statement by the indicated deadline, please notify the requester promptly so they can select another individual.**

 **Only applications with a submitted statement of reference will be deemed eligible. If you fail to submit a statement for an applicant, their entire application will be considered ineligible.**

Add or Update Your Digital CV

Please ensure all mandatory fields are completed for your digital CV. Required text boxes (indicated by *) must contain a minimum of 50 characters. The system will prevent you from advancing your application if this requirement is not met.

The information you provide will be saved in our system for future applications. You only need to enter it once and update it occasionally as your CV grows. To update your information outside of the current nomination season, log into the portal and click on 'Digital CV' in the top right menu bar.

Update Your Disclosure


Make sure to complete or update your disclosures if prompted by the portal. Disclosures remain valid for 365 days from the last completion date. If your disclosure hasn't been updated within the last twelve months, you must update it to proceed with the application. Follow the system prompts to navigate to the disclosure site. After updating your disclosure, return to the application page and refresh your screen. All application details will be retained.

Accept the ACC Agreement

To proceed to the submission screen, you must click the agreement button to confirm that your application details are correct.

Review Your Application

If you're satisfied with the details of your application, click 'Submit'. Your application is not submitted until you click the submit button. You'll receive an email notification once your application has been successfully submitted.

 Submitted applications cannot be edited. If changes are necessary, contact committees@acc.org to revert your application for edits. After making all necessary changes, you must resubmit the application by the deadline to be considered eligible.