**APPLICATION FOR VICE PRESIDENT AND TRUSTEES**

To apply to become an officer or trustee of the ACC/ACCF Board of Trustees, please complete the following form.

*The deadline for applications is* ***July 3, 2020****, and all forms must be submitted to Taylor Davis (**tdavis@acc.org**). This document is intended to provide you with information which we hope will assist your application. Should you have any questions, please contact Taylor Davis directly at* *tdavis@acc.org* *or (202) 375-6208.*

# Eligibility Criteria and Conditions of Appointment

1. Candidate will ensure transparency regarding any relationships, or other interests which could conflict with Board responsibilities. Please confirm your disclosure status via the ACC’s disclosures site. <http://disclosures.acc.org/>
2. Trustees and officers are expected to attend six meeting per year.
3. Trustees and officers must fulfill the requirements and responsibilities as listed in the position description.

# Candidate Responsibilities

1. Candidate will provide contact information to the College, and their intent to apply, using this bio sketch form.
2. Candidate will submit a current Curriculum Vitae or professional resume.
3. Candidate will work with their primary nominator (an ACC member) to complete the nomination packet.
4. Candidate will submit a letter of interest, indicating why he/she would be an asset to the College as a Board member. **Please include examples of proficiencies related to the** [ACC’s Core Competencies](http://www.acc.org/about-acc/leadership/leadership-competencies?_ga=2.171862887.634218891.1525701270-1228181551.1522427434)**.**
5. Candidate may be interviewed by a member of ACC’s Nominating Committee.

*(interviews will be conducted either via telephone or in-person at Heart House)*

# Nominator Responsibilities

1. Nominator will work with the candidate to submit a complete nomination packet.
2. Nominator will submit a primary nomination letter addressing why the candidate should join the ACC/ACCF Board of Trustees.
3. Primary nominator encouraged to submit on behalf of (only) one candidate.
4. Nominator or candidate may solicit up to four letters of support (details below).

# Supporting Letters

1. Up to **four** comprehensive letters of support may be submitted to the Nominating Committee. One of the supporting letters may be written by a non-member (such as colleague, associate, patient).
2. Please note that current Officers of the College, members of the Governance Committee and Nominating Committee, and ACC staff may not provide support letters for Officer positions.
3. Letters of support for each candidate should address their proficiency related to the ACC’s Leadership Competencies. (\*please reference competency document).
4. Letters shall be addressed to the Nominating Committee Chair, **Dr. Richard J. Kovacs, MD, MACC**.

**Section A: Bio Sketch Information**

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| **Name:**  |
| **Employer:**  | **Position:**  |
| **Professional Setting:**  |
| **Postgraduate Training & Positions Held:**  |
| **Home Address:**  |
| **City:**  | **State:**  |
| **Zip Code:** | **Country:** |
| **Cell Phone:**  | **Business Phone:**  |
| **E-Mail Address:**  |
| **Preferred Method of Contact:**  |

**Section: B: Additional Information**

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| **Briefly list the following, in relation to the role of which you are applying.** |
| **Professional responsibilities, both current and past, that you wish the Nominating Committee to be aware of:** |  |
| **Participation in professional societies, national and international organizations:** |  |
| **Other activities you believe are relevant to this application / role:** |  |
| **Honors and / or Awards:** |  |

*Nominees: please limit submissions to the bio sketch, CV, and letter of interest.*