



ACC/F Board of Trustees Application Handbook

2021-2022

This ACC/F Board of Trustees Application Handbook ("Handbook") provides information on applying to serve on the Board of Trustees of the American College of Cardiology ("ACC") and American College of Cardiology Foundation ("ACCF") (collectively, referred to herein as "ACC").

Contents

2021-2022 Open Positions.....	2
Conditions and Eligibility.....	2
Application Deadline – Wednesday, June 30, 2021 at 3pm ET	3
Candidate Requirements.....	3
Primary Nominator Requirements.....	3
Supporting Letters	3
Candidate Checklist.....	5
Primary Nominator Checklist.....	5



OPEN POSITIONS AND ELIGIBILITY CRITERIA

2021-2022 Open Positions

Vice President (1 position open)

- The Vice President serves a one-year term and is thereafter eligible to assume the position of ACC President.
- To serve as Vice President, an individual must have previously served at least one term on the BOT.
- ACC Vice President applicants, please reference the ACC President Position Description for future responsibilities.

Membership Committee Chair (1 position open)

- The Membership Committee Chair serves one, non-renewable, two-year term.
- To serve as Membership Committee Chair, an individual must have previously served at least one term on the Membership Committee.
- The Membership Committee Chair also serves as an ACC Trustee.

Trustee (3 positions open)

- Each Trustee serves one three-year term and may be reappointed for one additional three-year term, unless otherwise indicated for a Public Member Trustee (as defined herein) below. A Trustee's reappointment is not automatic and remains subject to each individual's performance and the competency-based needs of the BOT.
- If the Board identifies competencies that are needed to further the Mission and Vision of the College and such competencies may be best fulfilled by non-ACC member(s), then non-ACC member(s) may apply to serve in one of the open Trustee positions ("Public Member Trustee").
- If appointed, the Public Member Trustee will serve a two-year term and may be reappointed for one additional one-year term, provided that there is a continuing need for the Public Member Trustee's competencies.

Conditions and Eligibility

- Officers and Trustees are expected to attend six meetings per year.
- Officers and Trustees must fulfill the requirements and responsibilities as listed in the applicable position descriptions.
- A Trustee's cumulative Board term may not exceed six years, except as otherwise set forth in the Bylaws.
- Members of the Nominating Committee are ineligible to apply for any open position on the BOT.
- Members of the Board of Governors (BOG) may not serve on the Board of Trustees concurrently, except for the Chair and Chair-Elect of the BOG as they are also Trustee positions.
- Individuals currently serving as President (or President-Elect/Vice President) of another society are ineligible for ACC Board positions.



APPLICATION INSTRUCTIONS

Application Deadline - **Wednesday, June 30, 2021 at 3pm ET**

All applications and supporting materials must be submitted to Taylor Davis (tdavis@acc.org). Should you have any questions, please contact Taylor Davis directly at tdavis@acc.org or (202) 375-6208. **All materials must be received as individual PDF documents.**

Candidate Requirements

- To avoid potential nominator conflicts, candidates are encouraged to provide 'Intent to Submit' documentation. Please provide Taylor Davis (via email) with the following information prior to submission of application materials:
 1. Position you intend to apply for;
 2. Name and phone number of your Primary Nominator (must be an ACC member); and
 3. Names of up to four individuals who will be providing letters of support for your application.
- Candidates will work with the Primary Nominator to ensure a complete application packet is submitted by the specified deadline. Materials received after the deadline may be excluded from review.
- 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](#).
- Pursuant to the College's Diversity and Inclusion Principles, candidates will complete the demographics section of their [Member Profile](#). You may select "Decline to Provide" if you choose not to identify your race/ethnicity or gender.
- Candidates are responsible for self-submitting the following documents:
 1. Bio Sketch Application Form;
 2. CV; and
 3. Letter of interest indicating why you would be an asset to the College as a Board member. Please include examples of proficiencies related to the [ACC's Core Competencies](#).

Primary Nominator Requirements

- Primary Nominator will work with the candidate and supporting individuals to ensure a complete nomination packet is submitted by the specified deadline. Materials received after the deadline may be excluded from review.
- Primary Nominator is responsible for submitting the following documents on behalf of the candidate:
 1. Primary nomination letter addressing why the candidate would be an asset to the College as a Board member. Please include examples of proficiencies related to the [ACC's Core Competencies](#).
 2. No more than four additional letters of support for the candidate. (See more details below.)

Supporting Letters

- No more than four letters of support may be submitted on behalf of a candidate. One of the supporting letters may be written by a non-member (such as colleague, associate, patient).
- Letters of support should address the candidate's proficiency related to the [ACC's Core Competencies](#).
- Letters must be on institutional or organizational letterhead and must be addressed to the 2021-2022 Nominating Committee Chair, **Athena Popas, MD, MACC**.



- Members may be the Primary Nominator for only one candidate per category of open positions (i.e., Vice President or Trustee).
- A Primary Nominator in one category (Vice President or Trustee) may not provide a letter of support for additional candidates in the same category. Example:
 - Primary Nominator for VP candidate is not permitted to write a letter of support for another VP candidate.
 - Primary Nominator for VP candidate is permitted to write a letter of support for a Trustee candidate.
- Members may not supply a supporting letter for more than one VP candidate.
- Members may supply supporting letters for up to two Trustee candidates, provided they are not the Primary Nominator of a Trustee.
- Current Officers of the College, members of the Governance Committee, members of the Nominating Committee, and ACC staff may not provide letters of support. Individuals who are unable to support Officer & Trustee candidates during this nominations cycle are:

2021-2022 ACC Officers

President	Dipti Itchhaporia, MD, FACC
Vice President	Edward T. A. Fry, MD, FACC
Secretary	Joseph Edward Marine, MD, FACC
Treasurer	Christopher M. Kramer, MD, FACC

Governance Committee

Chair	Huon H. Gray, CBE, MD, MACC
Chair-Elect	B. Hadley Wilson, MD, FACC
Member	Erick Alexanderson Rosas, MD, FACC
Member	George P. Rodgers, MD, FACC
Member	Michael J. Mack, MD, FACC
Member	Eileen M. Handberg, PhD, ARNP, FACC
Member	Robert C. Hendel, MD, FACC
Member	Paul N. Casale, MD, MPH, FACC
Non-Voting Ex-Officio	Edward T. A. Fry, MD, FACC
Non-Voting Ex-Officio	Dipti Itchhaporia, MD, FACC

Nominating Committee

Chair	Athena Poppas, MD, MACC
Member	Claire Duvernoy, MD, FACC
Member	Akshay Khandelwal, MD, FACC
Member	Christopher Kramer, MD, FACC
Member	Jeffrey Kuvin, MD, FACC
Member	Michael Mack, MD, MACC
Member	Roxana Mehran, MD, FACC
Non-voting Ex-Officio	Dipti Itchhaporia, MD, FACC



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APPLICATION CHECKLIST

Please use this checklist to confirm you have completed all necessary requirements for application. All applications and supporting materials must be submitted to Taylor Davis (tdavis@acc.org) by **Wednesday, June 30th at 3pm ET.**

Candidate Checklist

- Email 'Intent to Submit' to Taylor Davis (tdavis@acc.org)
- Complete disclosure via [ACC's disclosures site](#)
- Complete demographic section of [Member Profile](#)
- Complete Bio Sketch [Application Form](#)
- Complete Letter of Interest on institutional or organizational letterhead
- Email documents are individual PDFs

Primary Nominator Checklist

- Complete Primary Nomination Letter on institutional or organizational letterhead
- Confirm receipt of all Letters of Support
 - Letter of Support #1
 - Letter of Support #2 (optional)
 - Letter of Support #3 (optional)
 - Letter of Support #4 (optional)
- Email documents are individual PDFs