



# ACC/F Board of Trustees Application Handbook

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2022-2023

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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").

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## OPEN POSITIONS AND ELIGIBILITY CRITERIA

### 2022-2023 Open Positions

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#### **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 be eligible for the Vice President position, 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.

#### **Finance Committee Chair-Elect (1 position open)**

- The Finance Committee Chair-Elect serves a one-year term and is thereafter eligible to assume the position of ACC Treasurer/Finance Committee Chair.
- The ACC Treasurer serves one, non-renewable, three-year term.
- To be eligible for the Finance Committee Chair-Elect, an individual must have previously served at least one term on the Finance Committee.
- The Finance Committee Chair-Elect (2023-2024) serves on the Finance Committee only and does not serve on the Board of Trustees. This year of orientation is for the purpose of preparing the Finance Committee Chair-elect to assume the Finance Committee Chair position, not for orienting to the Board of Trustees.

#### **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

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- 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 or committees.



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- 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.
- An individual currently serving or anticipating serving in a leadership position of another organization, national or international, should declare such relationship in the individual's Statement of Disclosure, which will be reviewed by the Nominating Committee to determine whether an actual or potential conflict exists and whether the individual is eligible for an Officer or Trustee position.



## APPLICATION INSTRUCTIONS

### Application Deadline – **Wednesday, June 22, 2022, at 3pm ET**

All applications and supporting materials must be submitted to Taylor Davis ([tdavis@acc.org](mailto:tdavis@acc.org)). Should you have any questions, please contact Taylor Davis directly at [tdavis@acc.org](mailto: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:
  - Position you intend to apply for<sup>1</sup>;
  - Name and phone number of your Primary Nominator (must be an ACC member); and
  - 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**. This very important personal declaration should highlight your qualifications and competencies specific to the position for which you are applying. This letter should also provide insight into your proficiencies related to the [ACC's Core Competencies](#). Additional areas of focus may also include:
    - Relevant experience as it relates to the applying role
    - Rationale for applying to the chosen role
    - Experience both inside and outside the College
    - Anticipated contributions if selected for appointment to the Board of Trustees
    - Values related to diversity, equity, and inclusion, experiences working with diverse populations, and goals related to the College's [Diversity & Inclusion](#) initiative.

### 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.

<sup>1</sup> For current Trustees eligible for re-appointment to another Trustee term: if you are a candidate for the Vice-President or Finance Chair-Elect position, please indicate whether you wish to be considered for another Trustee term in the event you are not selected as Vice-President or Finance Chair-Elect. (Please note that all individuals *other than those elected to be Vice-President* are eligible to serve on the Board up to a maximum of six years, so re-appointment to the Board may make you ineligible to run for Treasurer). Individuals requesting re-appointment to the Board are not required to submit separate applications or nominators for the Trustee position.



- Primary Nominator is responsible for submitting the following documents on behalf of the candidate:
  1. **Primary Nomination Letter.** This critical character reference should bolster support for the candidate's application. The statement should include:
    - Content expertise and competence
    - Specific examples of team-based, collaborative, consensus-driven organizational skills
    - Specific comments relevant to the position for which the applicant is applying are optimal
    - Examples of leadership style and ability to offer unique perspectives
    - Anticipated contribution(s) if selected for appointment
    - Reliability, work ethic, follow-through, timeliness and bandwidth for fulfilling the duties required by the position
  2. **Letters of Support.** No more than four letters of support (in addition to the Primary Nomination Letter) may be submitted on behalf of the candidate. (See more details below.)

## Supporting Letters

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- 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](#). Much like the Primary Nomination Letter, these statements should provide detailed support for the candidate. The letters of support should bolster the Primary Nomination Letter by providing observed instances of the candidate's competencies as related to the applying position

## Letter Requirements and Limitations

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- Letters must be received as PDF on institutional or organizational letterhead and must be addressed to the 2022-2023 Nominating Committee Chair, **Dipti Itchhaporia, MD, MACC**.
- Guidelines governing Primary Nominator letters fall into two categories: those for Vice President candidates ("Vice President Category") and, separately, those for the Finance Committee Chair-Elect, the Membership Committee Chair, and all other non-Officer Trustees (collectively, the "Finance Chair-Elect/Membership Chair/Trustee Category").
- The following guidelines apply for Primary Nominators:
  - A Primary Nominator is permitted to support one Vice President Category candidate and one Finance Chair-Elect/Membership Chair/Trustee Category candidate.
  - A Primary Nominator in a given category (either the Vice President Category or, separately, the Finance Chair-Elect/Membership Chair/Trustee Category) may not provide a letter of support for additional candidates in that same category.

### **Primary Nominator for Vice President Category:**

- A Primary Nominator for a Vice President Category candidate is not permitted to write a Letter of Support for another Vice President candidate.
- A Primary Nominator for a Vice President Category candidate is permitted to write up to two letters of support for a Finance Chair-Elect/Membership/Trustee Category candidate or one Primary Nomination letter.

### **Primary Nominator for Finance Chair-Elect/Membership Chair/Trustee Category:**

- A Primary Nominator for a Finance Chair-Elect/Membership Chair/Trustee Category candidate is not permitted to write a letter of support for another Finance Chair-Elect/Membership Chair/Trustee Category candidate.



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- A Primary Nominator for a Finance Chair-Elect/Membership Chair/Trustee Category candidate is permitted to write one letter of support or one Primary Nomination letter for a Vice President Category candidate.
- The following guidelines apply for Letters of Support:
  - Members may not supply a letter of support for more than one Vice President Category candidate.
  - Members may supply a letter of support for up to **two** Finance Chair-Elect/Membership Chair/Trustee Category candidates, provided they are not the Primary Nominator of another Finance Chair-Elect/Membership Chair/Trustee Category candidate.
  - Members supplying letters of support for Finance Chair-Elect/Membership Chair/Trustee Category candidates may supply one letter of support for a Vice President Category candidate, provided they are not the Primary Nominator of another Vice President Category candidate.
  - Current Officers of the College, members of the Nominating Committee, and ACC staff may not provide letters of support.
  - Current Officers who are unable to support Officer & Trustee candidates during this nominations cycle are:

#### **2022-2023 ACC Officers**

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President	Edward T. A. Fry, MD, FACC
Vice President	B. Hadley Wilson, MD, FACC
Secretary	Malissa J. Wood, MD, FACC
Treasurer	Christopher M. Kramer, MD, FACC

#### **2022-2023 Nominating Committee**

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Chair	Dipti Itchhaporia, MD, MACC
Member	Richard A. Chazal, MD, MACC
Member	Thomas M. Maddox, MD, MSc, FACC
Member	Andrew P. Miller, MD, FACC
Member	Pamela Morris, MD, FACC
Member	Robert A. Shor, MD, FACC
Member	C. Michael Valentine, MD, MACC
Non-voting Ex-Officio	Edward T. A. Fry, 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](mailto:tdavis@acc.org)) by **Wednesday, June 22 at 3pm ET.**

### Candidate Checklist

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- Email 'Intent to Submit' to Taylor Davis ([tdavis@acc.org](mailto: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
- Documents are emailed as individual PDFs

### Primary Nominator Checklist

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- 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)
- Documents are emailed as individual PDFs