



ACC/F Board of Trustees Application Handbook

2024-2025

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

Open Positions and Qualifications	2
Conditions	2
Application Instructions and Deadline – Monday, June 24, 2024, at 3 pm ET	4
Candidate Requirements	4
Primary Nominator Requirements	4
Supporting Letters.....	5
Letter Requirements and Limitations	5
Candidate Checklist	7
Primary Nominator Checklist	7

OPEN POSITIONS AND QUALIFICATIONS

2024-2025 Open Positions

Please review the qualifications and required time commitment for the open positions below. For details regarding duties and responsibilities, compensation, and reimbursement, please review the full position description.

Vice President (1 position open) | [Full Position Description](#)

Qualifications: To be eligible for the Vice President position, an individual must have previous service of at least one term as trustee.

Term: The Vice President acts on behalf of the President when required, and typically (though not automatically) assumes the office of President after one year. The Vice President serves a one-year term commencing the day following the annual meeting. Vice President applicants, please reference the [ACC President Position Description](#) for future responsibilities.

Time and Commitment: The Vice President is expected to dedicate approximately 45 percent, but no more than 50 percent, of the year's professional time to the work of the College, including travel time to fulfill responsibilities.

Trustee (2 positions open) | [Full Position Description](#)

Qualifications: Trustees should have competencies that support the overall effectiveness of the Board, such as: financial, technical, entrepreneurial, marketing, social service, in-depth familiarity with member needs, expertise in current services provided, and educational or legal expertise to advance the mission and current strategic plan. Individual Trustees are not expected to possess all the competencies outlined above. However, the collective composition of the Board will need to contain these competencies.

Term: Each Trustee is elected for a non-renewable four-year term, and such term shall count towards the Trustee term limit set forth in Article V, Section 3 of the Bylaws.

Time and Commitment: Each Trustee is expected to commit approximately 12 – 13 percent of the year's professional time to perform Board duties.

Conditions

- Officers and Trustees must fulfill the requirements and responsibilities as listed in the applicable position descriptions.
- Officers and Trustees are expected to attend six Board meetings per year and any special meetings of the Board that may be convened. Trustees must attend the Annual Meeting and highly encouraged to attend at least one of the following meetings each year while serving on the Board: Legislative Conference, Quality Summit, MedAxiom Transforum, or a Chapter meeting (local or different state).
- As a Board member, each Trustee is expected to adhere to the Board's attendance policy as set forth in Article V, Section 5 of the Bylaws. Any member of the Board of Trustees who fails to attend in person two regular meetings without a valid written excuse shall be automatically dropped from the Board of Trustees.
- Members of the Nominating Committee are ineligible to apply for any open position on the Board or committees.
- 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 – Monday, June 24, 2024, 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 before submission of application materials:
 - Position you intend to apply for;
 - Name and phone number of your Primary Nominator (must be an ACC member); and
 - Names of up to two additional 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 that could conflict with Board responsibilities. Please confirm your disclosure status via the [ACC's disclosures site](#).
- Under 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 provide insight into your proficiencies related to [ACC's Core Competencies](#) and the additional skillsets identified by the Board. Please 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

- In addition to submitting a letter of nomination, the Primary Nominator is a resource to the candidate and is to work with the applicant and supporting individuals to ensure a comprehensive application packet. The primary nominator should also review the letters of support to ensure they follow the guidance put forth in this Handbook and are submitted by the deadline. Materials received after the deadline may be excluded from review.
- The 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. **Please ensure the letter is concise, not exceeding three pages, and refrain from duplicating information already provided in the applicant's CV.** 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 two letters of support (in addition to the Primary Nomination Letter) may be submitted on behalf of the candidate. (See more details below.)

Supporting Letters

- No more than two letters of support may be submitted on behalf of a candidate. One of the supporting letters may be written by a non-ACC member (such as a colleague, associate, or patient).
- Letters of support should address the candidate's proficiency related to the [ACC's Core Competencies](#) and the additional skillsets identified by the Board. 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.
- Please ensure that letters are concise, **not exceeding three pages**, and refrain from duplicating information already provided in the applicant's CV.

Letter Requirements and Limitations

- Letters must be received as PDF on institutional or organizational letterhead and must be addressed to the 2024-2025 Nominating Committee Chair, **B. Hadley Wilson, MD, MACC**.
- Guidelines governing Primary Nominator letters fall into two categories: those for Vice President candidates ("Vice President Category") and, separately, those for all other non-Officer Trustees (collectively, the "Trustee Category").
- The following guidelines apply for Primary Nominators:
 - A Primary Nominator is permitted to support one Vice President Category candidate and one Trustee Category candidate.
 - A Primary Nominator in a given category (either the Vice President Category or, separately, the 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 Trustee Category candidate or one Primary Nomination letter.

Primary Nominator for Trustee Category:

- A Primary Nominator for a Trustee Category candidate is not permitted to write a letter of support for another Trustee Category candidate.
- A Primary Nominator for a 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** Trustee Category candidates, provided they are not the Primary Nominator of another Trustee Category candidate.
- Members supplying letters of support for 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:

2024-2025 ACC Officers

President	Cathleen Biga, MSN, FACC
Vice President	Christopher M. Kramer, MD, FACC
Secretary	Himabindu Vidula, MD, FACC
Treasurer	Akshay K. Khandelwal, MD, MBA, FACC

2024-2025 Nominating Committee

Chair	B. Hadley Wilson, MD, MACC
Member	Antonio C.P. Chagas, MD, PhD, FACC
Member	Paul L. Douglass, MD, MACC
Member	Akshay Khandelwal, MD, MBA, FACC
Member	Sandra J. Lewis, MD, FACC
Member	Pamela B. Morris, MD, FACC
Member	Daniel M. Philbin, Jr., MD, FACC
Member	Andrea Price, RCIS, CPHQ, AACC
Member	Toniya Singh, MD, FACC
Ex Officio	Cathleen Biga, MSN, FACC

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 **Monday, June 24, 2024 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
- Documents are emailed as individual PDFs

Primary Nominator Checklist

- Complete Primary Nomination Letter on institutional or organizational letterhead (no more than three pages)
- Confirm receipt of all Letters of Support
 - Letter of Support #1 (no more than three pages)
 - Letter of Support #2 (no more than three pages)
- Documents are emailed as individual PDFs