



ACC/F Officer and Board of Trustees Applicant and Nominator Handbook

2025

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

NEW REQUIREMENTS ARE INDICATED IN RED

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OPEN POSITIONS AND QUALIFICATIONS

2025-2026 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 served at least one term on the Board of Trustees pursuant to the term requirements at the time of appointment 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. Applicants should refer to 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, business, technical, entrepreneurial, in-depth familiarity with member needs, expertise in areas of focus within the College's strategic plan, and educational or philanthropic 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: The 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.

Finance Committee Chair-Elect (1 position open) | [Full Position Description](#)

Qualifications: To be eligible for the Finance Committee Chair-Elect position, an individual must have served on the Finance Committee within the last five years.

Term: The Finance Committee Chair-Elect serves a one-year term, after which they may become ACC Treasurer/Finance Committee Chair. The Treasurer's three-year, non-renewable term runs concurrently with their role as Finance Committee Chair.

For 2026–2027, the Chair-Elect will serve only on the Finance Committee and not on the Board of Trustees. This orientation year is focused on preparing for the Chair role, not Board service.

Time and Commitment: The Finance Committee Chair-Elect is expected to commit the time required to perform Committee Chair-Elect duties. Applicants should refer to the [Treasurer Position Description](#) for future responsibilities.

Public Member Trustee (1 position open) | [Full Position Description](#)

Qualifications: Trustees should have competencies that support the overall effectiveness of the Board, such as: financial, business, technical, entrepreneurial, in-depth familiarity with member needs, expertise in areas of focus within the College's strategic plan, and educational or philanthropic 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: The Public Member Trustee is elected to a two-year term, renewable for one additional two-year term as 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.

Recommendations: If you have a potential candidate to recommend for the Public Member Trustee position, please [complete the form linked here](#). The Governance Committee will follow up with recommended individuals to confirm their interest. For any questions about the process, contact committees@acc.org.

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 are 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 outlined 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 who anticipates serving in a leadership position of another organization, national or international, should declare such relationship in the individual's Statement of Disclosure, which the Nominating Committee will review to determine whether an actual or potential conflict exists and whether the individual is eligible for an Officer or Trustee position.

REQUIREMENTS AND INSTRUCTIONS

NEW Provide Intent to Submit by **Friday, May 23, 2025**

To comply with nominator protocol, all interested applicants must provide an Intent to Submit by **Friday, May 23, 2025**. Please email the following information to Taylor Davis (tdavis@acc.org) before submitting your application materials:

1. The position you intend to apply for.
 - ➔ **NOTE:** Candidates for the Finance Chair-Elect position are asked to indicate whether they would like to be considered for a Trustee position in the event they are not selected as Finance Chair-Elect. A separate application or additional nominators are not required for Trustee consideration. However, candidates wishing to be considered for a Trustee position under these circumstances must ensure that their letters of support are not provided by anyone serving as the primary nominator for another Trustee candidate.
2. The name and phone number of your primary nominator (must be an ACC member).
3. The names of up to two additional individuals providing letters of support (one supporting letter may be from a non-ACC member, such as a colleague, associate, or patient).

NEW Candidate Obligations

The candidate is responsible for coordinating with the primary nominator to ensure that all required application materials are completed and submitted as a comprehensive packet by the specified deadline. Incomplete or late submissions may not be considered for review.

To be considered for a position, candidates are required to submit the following:

1. **Curriculum Vitae (CV)**
2. **Disclosure Confirmation:** Ensure transparency regarding any relationships or interests that could conflict with Board responsibilities by confirming disclosure status through the [ACC's disclosures site](#).
3. **Demographics Profile:** Complete the demographics section of their [Member Profile](#). While providing demographic details is encouraged, candidates may select 'Decline to Provide' if they prefer not to identify their race/ethnicity or gender.
4. **Letter of Interest:** This essential personal statement should highlight your qualifications, competencies, and alignment with the position. It should also provide insight into your proficiencies related to [ACC's Core Competencies](#) and the additional skillsets identified by the Board. The letter should include the following components:
 - **Rationale and Readiness for the Role:**
 - Explain your motivation for applying and why this position aligns with your interests and professional trajectory.
 - Highlight relevant experience—both within and outside the College—that has prepared you for this role.
 - Clearly articulate your anticipated contributions if selected for the Board of Trustees.
 - **Professional Qualifications and Impact**
 - Describe your most relevant accomplishments and successes (e.g., significant projects, leadership initiatives, or contributions to the field).
 - Emphasize the skills, knowledge, and expertise you bring that directly relate to the position.
 - Showcase your ability to make a meaningful impact through service on the Board.
 - **Alignment with ACC's Mission and Strategic Direction**
 - Reflect on how your experience aligns with [ACC's Core Competencies](#), [Core Values](#), and long-term goals.
 - Provide examples that demonstrate your support for and contributions to [ACC's Strategic Direction](#).

- **Demonstrated Leadership and Collaboration**
 - Describe your leadership approach, including how you offer innovative or diverse perspectives.
 - Share examples of your ability to work collaboratively in team-based, consensus-driven settings, both inside and outside of ACC.
- **Commitment to Diversity, Equity, and Inclusion (DEI)**
 - Highlight your values and experiences related to diversity, equity, and inclusion.
 - Describe your work with diverse populations and how this informs your leadership.
 - Explain how your goals align with and support the College's DEI initiatives.
- **Character, Integrity, and Work Ethic**
 - Speak to your reliability, integrity, and commitment to professional responsibilities.
 - Describe your work ethic, ability to follow through, and capacity to meet the demands of Board service.

Vice President Candidate Interviews

All Vice President candidates will be required to participate in a virtual interview with the Nominating Committee. Interviews are scheduled to begin at **12:00 p.m. ET on Wednesday, July 16**. Candidates should make the necessary arrangements to ensure their availability at this time. Further information, including interview format and logistics, will be provided as the date approaches.

NEW Primary Nominator Obligations

The primary nominator should serve as a key resource for the candidate, working closely with the applicant and supporting individuals to ensure a comprehensive and well-prepared application packet. The primary nominator is responsible for reviewing the letters of support to ensure they comply with the guidelines outlined in this Handbook, **and is responsible for submitting the primary nomination letter along with two letters of support as a single, complete packet on behalf of the candidate.**

NEW Letter Requirements

Applicants and nominators must adhere to the following guidelines for submitting letters. Failure to adhere may delay the review and processing of the application.

- A maximum of three letters may be submitted per application:
 - One primary nomination letter
 - Two letters of support. Of the two support letters, one may come from a non-ACC member (e.g., a colleague, associate, or patient).
- Letters must be received in PDF format on institutional or organizational letterhead
- Letters must be addressed to 2025-2026 Nominating Committee Chair, **Cathleen Biga, MSN, MACC**
- Letters must not exceed three pages

Only three letters total will be accepted per candidate. Any submission exceeding this limit will be returned in full to the primary nominator. The primary nominator must then review the letters and select the three to include in the final application. Failure to comply with this requirement may result in the candidate being deemed ineligible due to non-compliance with the guidelines.

Primary Nomination Letter

The primary nomination letter is the official document that forms the core of the candidate's application. It is written by the individual formally nominating the candidate and provides a comprehensive overview of the candidate's qualifications for the position. This letter should highlight the candidate's key competencies, professional achievements, and overall suitability for the role. It must include a strong endorsement of the candidate, clearly outlining why they are the best fit for the position and how their skills and experience align with the responsibilities of the role. The primary nomination letter is the central recommendation, demonstrating the candidate's potential to make a significant impact on the organization.

Letters of Support

Letters of support provide supplementary insight into the candidate's qualifications, typically written by individuals who have worked closely with the candidate but are not the primary nominator. Letters of support provide additional perspectives by offering observed instances of the candidate's competencies relevant to the position, highlighting examples of leadership, collaboration, or innovation. These letters should reinforce and complement the primary nomination letter, helping to provide a well-rounded view of the candidate's qualifications.

Key Components of a Compelling Letter

- **Relationship to the Candidate:**
 - Mention how long and in what capacity you have worked with the candidate.
 - Avoid repeating details from the candidate's CV; instead, focus on providing unique insights and examples that complement the CV, offering a deeper understanding of the candidate's qualifications.
- **Professional Qualifications and Impact**
 - Provide specific examples of the candidate's professional accomplishments and successes (e.g., successful projects, leadership initiatives, or contributions to the field)
 - Highlight the candidate's skills, knowledge, and expertise that are directly relevant to the position, demonstrating their readiness and suitability for the role.
 - Emphasize the anticipated contributions the candidate would make if selected, including potential impact in the role.
- **Alignment with ACC's Mission and Strategic Direction**
 - Discuss how the candidate embodies the [ACC's Core Competencies](#) and [Core Values](#).
 - Provide examples of how the candidate's work and experience align with or support [ACC's Strategic Direction](#) and goals.
- **Demonstrated Leadership and Collaboration**
 - Offer examples of the candidate's leadership style, including their ability to offer innovative or diverse perspectives.
 - Illustrate their team-based, collaborative, and consensus-driven approach, with observed examples or past achievements in these areas.
- **Character, Integrity, and Work Ethic**
 - Describe the candidate's character, reliability, and commitment to professional responsibilities.
 - Highlight their work ethic, follow-through, and capacity to meet the demands of the role.

Limitations for Primary and Support Letters

All individuals submitting letters of nomination or support must adhere to specific guidelines based on the category of the candidate they are supporting. These categories include:

- **Vice President Category** (for Vice President candidates)
- **Trustee Category** (for all other non-Officer Trustees)
- **Finance Chair-Elect Category**

General Restrictions

- A primary nominator **may not** provide a letter of support for additional candidates within the same category.
- Individuals **may not** provide a letter of support for more than **one** Vice President candidate.
- Current Officers, members of the Nominating Committee, and ACC staff are **prohibited** from providing support to candidates.

Primary Nominator Rules

| Role | Permitted Actions | Restrictions |
|--|---|---|
| Primary Nominator – VP Category | <ul style="list-style-type: none"> ✓ 1 primary nomination for a VP candidate ✓ 1 primary nomination for a Finance Chair-Elect candidate -or- 1 letter of support for a Finance Chair-Elect candidate (not both) ✓ 1 primary nomination for a Trustee candidate -or- 2 letters of support for Trustee candidates (not both) | ✗ Cannot submit a letter of support for another VP candidate |
| Primary Nominator – Trustee Category | <ul style="list-style-type: none"> ✓ 1 primary nomination for a Trustee candidate ✓ 1 primary nomination for a Finance Chair-Elect candidate -or- 1 letter of support for a Finance Chair-Elect candidate (not both) ✓ 1 primary nomination for a VP candidate -or- 1 letter of support for a VP candidate (not both) | ✗ Cannot submit a letter of support for another Trustee candidate |
| Primary Nominator – Finance Chair-Elect Category | <ul style="list-style-type: none"> ✓ 1 primary nomination for a Finance Chair-Elect candidate ✓ 1 primary nomination for a Trustee candidate -or- 2 letters of support for Trustee candidates (not both) ✓ 1 primary nomination for a VP candidate -or- 1 letter of support for a VP candidate (not both) | ✗ Cannot submit a letter of support for another Finance Chair-Elect candidate |

Support Writer Rules

| Role | Permitted Actions | Restrictions |
|---|---|--|
| Support Writer – VP Category | <ul style="list-style-type: none"> ✓ 1 letter of support for a VP candidate, provided you are not the primary nominator of another VP candidate ✓ 2 letters of support for Trustee candidates, provided you are not the primary nominator of another Trustee candidate ✓ 1 letter of support for a Finance Chair-Elect candidate, provided you are not the primary nominator of another Finance Chair-Elect candidate | ✗ Cannot submit a second letter of support for another VP candidate |
| Support Writer – Trustee Category | <ul style="list-style-type: none"> ✓ 2 letters of support for Trustee candidates, provided you are not the primary nominator of another Trustee candidate ✓ 1 letter of support for a VP candidate, provided you are not the primary nominator of another VP candidate ✓ 1 letter of support for a Finance Chair-Elect candidate, provided you are not the primary nominator of another Finance Chair-Elect candidate | ✗ Cannot submit letters of support for more than 2 Trustee candidates |
| Support Writer – Finance Chair-Elect Category | <ul style="list-style-type: none"> ✓ 1 letter of support for a Finance Chair-Elect candidate, provided you are not the primary nominator for another Finance Chair-Elect candidate ✓ 1 letter of support for a VP candidate, provided you are not the primary nominator of another VP candidate ✓ 2 letters of support for Trustee candidates, provided you are not the primary nominator of another Trustee candidate | ✗ Cannot submit a second letter of support for another Finance Chair-Elect candidate |
| Current ACC Officers | No action permitted | ✗ Prohibited from supporting any candidates |
| Nominating Committee | No action permitted | ✗ Prohibited from supporting any candidates |
| ACC Staff | No action permitted | ✗ Prohibited from supporting any candidates |

2025-2026 ACC Officers

| | |
|----------------|-------------------------------------|
| President | Christopher M. Kramer, MD, FACC |
| Vice President | Roxana Mehran, MD, FACC |
| Secretary | David E. Winchester, MD, MS, FACC |
| Treasurer | Akshay K. Khandelwal, MD, MBA, FACC |

2025-2026 Nominating Committee

| | |
|------------|---------------------------------|
| Chair | Cathleen Biga, MSN, MACC |
| Member | Craig Beavers, PharmD, FACC |
| Member | Paul L. Douglass, MD, MACC |
| Member | Lee Goldberg, MD, MPH, FACC |
| Member | Bonnie Ky, MD, MSCE, FACC |
| Member | Laxmi Mehta, MD, FACC |
| Member | Andrew Miller, MD, FACC |
| Member | Thad Waites, MD, MACC |
| Member | Malissa Wood MD, FACC |
| Ex Officio | Christopher M. Kramer, MD, FACC |

Submission Deadlines

All documents must be submitted to Taylor Davis at (tdavis@acc.org) by the specified deadlines. If you have any questions or need assistance, please reach out to Taylor directly via email or at **(202) 375-6208**. Please ensure that all materials are submitted in PDF format.

- Intent to Submit notice due by **Friday, May 23, 2025**
- All applications and supporting materials are due by **Monday, June 23, 2025**

APPLICATION CHECKLIST

Please use this checklist to confirm you have completed all necessary requirements for the application. All applications and supporting materials must be submitted to Taylor Davis (tdavis@acc.org) by the specified deadlines.

Candidate Checklist

- ☐ Email Notice of Intent to Taylor Davis (tdavis@acc.org) by **Friday, May 23, 2025**
- ☐ Complete disclosure via [ACC's disclosures site](#)
- ☐ Complete the demographic section of your [Member Profile](#)
- ☐ Ensure the letter of interest is on institutional or organizational letterhead
- ☐ Email CV and letter of interest in PDF format by **Monday, June 23, 2025**.

Primary Nominator Checklist

- ☐ Complete the primary nomination letter on institutional or organizational letterhead (no more than three pages)
- ☐ Compile all letters of support for the nominee
 - ☐ Letter of support #1 (no more than three pages)
 - ☐ Letter of support #2 (no more than three pages)
- ☐ Ensure the primary nomination letter and two letters of support are emailed as one, single PDF packet by **Monday, June 23, 2025**.