



Annual Committee Application and Appointment Timeline

August Nominations Portal Opens

- The [Nominations Portal](#) opens annually for application submissions in mid-August.
- Only current ACC members in good standing are eligible to apply for committee positions.
- Non-members representing the patient voice must email committees@acc.org for specific application instructions.
- Candidates have 30 days to complete their online application to a maximum of three committees.
- An eligible application must include a comprehensive digital CV, an impactful Statement of Interest, a thorough Statement of Reference from a current ACC member, and an up-to-date disclosure of relationships with industry and other entities.

September Nominations Portal Closes

- The Nominations Portal closes in mid-September and will no longer accept applications.
- There is a three-day grace period for the submission of Reference Statements only after the application window closes. This allows last-minute applicants to secure the required supporting reference statement.

⚠ Applications without a Statement of Reference by the deadline (i.e., following the three-day grace period) are not eligible for review by the Nominating Committee.

October Nominating Committee Reviews Eligible Applicants

- The Nominating Committee begins reviewing candidate applications.
- Committee appointments are based on the applicant's aligned experience, demonstrated ability to meet the competencies outlined for the committee(s) and diversity needs of the committee.
- The Nominating Committee receives applicant statistics, including candidate demographics and member data, to assist in their assessments and placements.

November ACC Committee Appointment Day

- The Nominating Committee convenes to discuss candidate applications and the competencies required for each committee with open positions.
- All discussions on Committee Appointment Day are confidential.
- The Nominating Committee submits a slate of committee appointments to the ACC/F Board of Trustees (BOT) for approval.

December Board of Trustees Approval of Appointments

- The Board of Trustees (BOT) approves or modifies the slate of committee appointments presented by the Nominating Committee Chair on or before the December Board Meeting.
- Once the BOT approves the slate, notification letters are issued.
- **Please Note:** Applicants will receive only one decision letter. If appointed to a committee, they will receive a selection letter only for that committee and will not receive decision letters for the other committees to which they applied.

January	No Action
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February	End-of-Term Notice
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- The ACC President issues "Thank You for Your Service" letters to members whose committee terms expire on March 31.

March	Committee Terms End
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- ACC's Annual Scientific Session marks the beginning and end of committee terms.
- At the discretion of the Chair, newly appointed committee members will be invited as guest observers to committee/section meetings held at the ACC Annual Scientific Sessions to assist with their orientation.
- Members whose committee term end on March 31 will vacate their position.

April	Committee Terms Begin
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- Members identified for new committee appointments or reappointments begin their term on April 1 each year.