

Step-by-Step Guide to Submitting an Application

- **You cannot apply for a committee directly from acc.org.** The Nominations Portal is housed on a secondary system; however, we utilize the same username/password associated with your acc.org account.
- Google Chrome works best when using the system. We, therefore, encourage members to use Google Chrome as the web browser when utilizing the portal.
- The system does not support document uploads. The content of your application must be directly pasted/typed into all text boxes provided. This includes the Digital CV and Statement of Reference's.
- All required text boxes (signified by *) require a **50-character minimum**. The system will not allow application advancement if the character requirement is not met.

To self-apply for committee participation, please follow the step-by-step guide.

1. **Check your ACC membership.** To access the Nominations Portal, you must be a current ACC member, in good standing with the college. For questions related to your membership, please contact Member Care, Monday through Friday from 9 a.m. to 5 p.m. ET at 800-253-4636, ext. 5603. or email membercare@acc.org.
2. **Log into the Nominations Portal.** Visit <https://nominations.acc.org> and log-in with your acc.org username and password.
 - To create a free acc.org account please [click here](#).
 - If you have forgotten your log-in information please [click here](#).
3. **Start an application.** Once you have successfully logged in to the portal click the green 'Start My Application' button. Please note this button will change to 'Edit My Application' if you have already begun an application or 'Review My Application' if you have already submitted during the open application season. You can only submit one application during the submission window. For changes to applications already submitted, please contact committees@acc.org to revert your application for edits.
4. **Browse committee with open positions.** Browse the list of committees with open positions and click the '+' button to add a committee to your application. You may select up to three committees for your application. Please note, only committees that have open positions are listed. This list will vary each year depending on which committees have open positions to fill.

If this is your time applying to ACC committees, we highly recommend browsing committees and bookmarking those that are of interest to you before adding them to your application. Be sure to review the committee details, including roles and responsibilities, competencies, and composition for specific details about the committee structure before applying.

If you have been nominated to a committee by a colleague and you would like to be considered, you must add that committee to your application. A nomination does not automatically qualify you as an applicant to that committee.

5. **Order committees by preference.** Once you have selected your desired committee(s) drag and drop to reorder the committees in order of preference. You should use this field to indicate your preference for committee participation, with #1 indicating highest interest. If you are serious about joining a committee, it should rank as #1 on your application.

6. **Provide a Statement of Interest.** All applications for committee participation require a self-submitted Statement of Interest to support your application. This very important personal declaration highlights your qualifications and competencies specific to the committee/section to which you are applying. You should provide an individual statements for each committee (this is preferred by the Nominating Committee); however, you can also supply one general statement across all committees on your application using the “General Statement” text box. As an applicant you should provide insight into your:

- Relevant experience as it relates to the committee(s)
- Rational for applying to the chosen committee(s)
- Experience both inside and outside the College
- Anticipated contributions if selected for appointment
- Representation of special constituencies (FIT, Early Career, Diversity and Inclusion, non-ACC Societies, etc.)
- Short-term and long-term professional goals

7. **Select a Reference Writer.** All applications for committee participation require a statement of reference from a current ACC member to support your application. If an ACC member has nominated you to a committee, you may use this supplied statement in lieu of selecting a reference writer. Please be aware, all nomination and reference statements are confidential and are not available for applicant review.

To select a member to provide a statement on your behalf, please use the 'Search' bar to search by name, email, or country. Search results will only return active members who are up to date on their dues. Please note, the current ACC President, members of the Nominating Committee, Governance Committee, NCDR Committee Management Team, and ACC staff are ineligible to provide letters of support. Be sure to select a member who knows you personally and can provide a strong character reference and speak to your strengths and competencies. For search parameters and troubleshooting tips, please click here.

Once you have formally submitted your committee application the system will automatically send an email notification to your requested reference alerting them to provide a statement on your behalf. This email will provide a link to the portal, instructions for completing the statement, and the deadline to submit.

Applications that do not receive a submitted statement of reference by the deadline are not reviewed by the Nominating Committee.

8. **Update Digital CV.** Complete the required fields for your digital CV. All required text boxes (signified by *) require a 50-character minimum. The system will not allow application advancement if the character requirement is not met. The information entered will be retained in our system for future applications. You will only need to enter the information once and update occasionally as your CV expands. To update your information outside of a current nominations season, log into the system (step 1) and then click 'Digital CV' in the top right menu bar.

9. **Update Disclosure.** Complete or update your disclosures if prompted by the alert. Disclosures are valid for 365 days from the last completion date. If your disclosure has not been updated within the last twelve months you must update to advance the application. Please follow the system prompts for navigating to the disclosure site. Once your disclosure is updated, return to the application page, and refresh your screen. All application details will be retained.

10. **Accept ACC Agreement.** Click the agreement button to acknowledge your application details are correct.

11. **Review your application.** If you are happy with the details of your application click 'Submit'. **YOUR APPLICATION IS NOT SUBMITTED UNTIL YOU CLICK THE SUBMIT BUTTON.** You will receive an email notification once your application has been successfully submitted. Please note submitted applications cannot be edited. If changes are needed you will need to contact committees@acc.org to revert your application for edits. Once all necessary changes have been made you must resubmit the application by the deadline to be considered eligible.