



Annual ACC and NCDR Committee Application and Appointment Timeline

August Application Portal Opens

- The Application Portal opens annually for committee applications.
- Only **current ACC members in good standing** are eligible to apply.
- Non-members representing the patient voice must contact [ACC Committee Applications Support](#) for specific application instructions.
- Applicants have **30 days** to complete their online application and may apply to **up to three committees**.
- A complete and eligible application must include:
 - A comprehensive Digital CV
 - An impactful Statement of Interest
 - A thorough Statement of Reference from a current ACC member
 - An up-to-date disclosure of relationships with industry and other entities

September Application and Reference Statements Due

- The Application Portal closes. After this date, no new applications will be accepted.
- A **three-day grace period** is provided only for the submission of reference statements. This allows applicants who submitted their applications just before the deadline to secure their required supporting reference.

⚠ Important: No application materials can be submitted or edited during the grace period.

October Candidate Review and Selection Process

- Once the application window closes, the Nominating Committee begins reviewing all submitted applications.
- Committee appointments are based on:
 - The applicant's relevant experience
 - Demonstrated ability to meet the competencies outlined for each committee
 - The diversity needs of the committee
 - To support a fair and informed selection process, the Nominating Committee receives applicant statistics, including demographic and membership data.



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November Committee Appointment Day

- The Nominating Committee convenes to review candidate applications and evaluate how each applicant's qualifications align with the competencies required for committees with open positions.
- All discussions held during **Committee Appointment Day** are **strictly confidential**.
- Following deliberations, the Nominating Committee submits a proposed slate of appointments to the ACC/F Board of Trustees (BOT) for final approval.

December Board of Trustees' Approval and Notifications

- The BOT reviews and either approves or modifies the slate of committee appointments submitted by the Nominating Committee Chair. This typically occurs on or before the December Board Meeting.
- Once the slate is approved, **notification letters are sent to all applicants**.

⚠ Important: Applicants will receive **only one decision letter**. If selected, they will receive a **selection letter** for the committee to which they were appointed. They will **not** receive separate notifications for the other committees they applied to.

January No Action

February End-of-Term Acknowledgements

- The ACC President issues "Thank You for Your Service" letters to members whose committee terms conclude on March 31.

March Committee Terms Transitions

- The **ACC Annual Scientific Session** marks the official start and end of committee terms.
- At the discretion of the Chair, newly appointed committee members may be invited to attend committee or section meetings at the Annual Scientific Session as guest observers to support their orientation.
- Members whose terms **end on March 31** will formally **vacate their positions** at that time.

April Start of New Committee Terms

- Members who are newly appointed or reappointed to committees will officially begin their term on **April 1** each year.