



## The Nominating Committee's Guide to a Quality Committee Application

### Crafting A Strong Application

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A strong application reflects careful thought and attention to detail. You should aim to be thorough and intentional, highlighting **relevant qualifications, experience, and accomplishments** that align with the **expectations and competencies** of the committee or position you are applying for.

### Aligning Your Expertise with Committee Needs

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Committee appointments are designed to **enhance and apply your existing skills and expertise**. The Nominating Committee looks for candidates who bring **specialized knowledge and demonstrated competencies** that support the committee's mission and contribute to the [strategic priorities of the College](#).

When applying, take time to review the purpose and focus areas of each committee position. Be selective and strategic, apply only to those where your background, experience, interests, and expertise align closely and where you believe you can make the greatest impact.

This is especially important for NCDR Committees, where clinical expertise and data-driven insight are vital to advancing their work.

### Understanding the Committee Competencies

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Each committee's charter, available under the "**Committee Details**" tab in the Nominations Portal, is your primary resource for evaluating your fit. The charter outlines the **specific competencies** required for service on that committee. Applicants are strongly encouraged to **tailor their Statement of Interest** to reflect how their qualifications align with these competencies. ACC's governance process emphasizes that **competency needs vary** from year to year. These changes are influenced by:

- Current ACC initiatives
- The skill sets of existing committee members
- Gaps created by member rotations

Understanding these dynamics will help you craft a more targeted and compelling application.



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### The Importance of Your Statement of Interest

Your Statement of Interest is a critical component of your committee application. The Nominating Committee relies on this statement to assess your interest, experience, competencies, and potential contributions, guiding appropriate committee placements.

**⚠ Important:** If you are applying for an **open Chair or Chair-Elect position**, be sure to clearly indicate this in your statement.

While you may submit a general statement for all committees, preparing a **customized Statement of Interest for each committee** is strongly encouraged. Tailoring your message demonstrates your understanding of the committee's unique needs and your alignment with its goals. Your statement should address the following:

- **Relevant experience and understanding** as it relates to the role of your selected committee within ACC and/or NCDR. Be sure to include a clear rationale for your interest in serving on this committee.
- **Examples of involvement** within and outside the College, highlighting anticipated contributions and any special constituency representation.
- **Short-term and long-term professional goals**, and your motivation for expanding your involvement with ACC.
- **Evidence of skills and competencies** that align with the committee's requirements.
- **How you plan to contribute** to the committee's work, including post-appointment goals. If seeking reappointment, include a justification.
- **Commitment to diversity, equity, and inclusion**, including relevant experiences and how your goals align with [ACC's Diversity & Inclusion](#) initiative.

### Select A Dependable Reference Writer

The Statement of Reference is a vital part of the committee application process. It must be submitted by a current ACC member who knows you well and can speak to your qualifications with specific, relevant examples.


Reference writers should focus on how they have **personally observed you demonstrate the competencies** required for the committee. Tailored, committee-specific comments are especially impactful. Statements may include:

- **Expertise and competence** in relevant subject areas
- **Examples of collaboration**, teamwork, and consensus-building
- **Leadership potential** and readiness for future roles
- **Anticipated contributions** to the committee if appointed



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- **Professional qualities** such as reliability, work ethic, follow-through, timeliness, and ability to fulfill responsibilities

 For guidance on selecting a reference writer, please refer to the **Application Submission Guide**.

## Ranking of Committee Preference


Given the high volume of applications, the Nominating Committee places significant emphasis on your rankings during the review process. **Please be sure to mark your top choice as #1**

 **Important:** (1 = highest interest, 3 = lowest interest).

## Engagement Matters

Engagement is a key consideration in committee placement decisions. The Nominating Committee evaluates each applicant's level of involvement with the ACC to help ensure a diverse and representative leadership structure. Examples of engagement include:

- Are you a current member of the Section for which you are applying to the Leadership Council?
- Have you served on any ACC committees, work groups, or task forces in the past?
- Are you an active member of your Domestic or International Chapter?
- Do you participate in the ACC's annual Legislative Conference or your state's Lobby Day?
- When was the last time you attended the ACC Annual Scientific Session or participated in another ACC educational offering?
- Do you regularly attend live or virtual ACC meetings?

 **Important:** In alignment with the College's commitment to broadening participation and cultivating new voices in leadership, the Nominating Committee gives strong priority to applicants who have had limited or no prior formal service with the ACC. **Members who are not currently serving in a formal capacity, or whose terms are concluding at the start of the new appointment cycle, will be prioritized for placement.** This approach helps ensure that leadership opportunities are accessible to a wider range of members and supports the continued growth and inclusivity of the College.



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### Committee Term Reappointments

Unless otherwise specified in the Bylaws, Committee Charter, or approved by the Nominating Committee, committee members **serve a single three-year term**. Reappointment for one additional three-year term may be considered and remains the exception. The maximum length of service on a committee is six years (two consecutive three-year terms).

**⚠ Important:** Members seeking a second term must submit a complete application, including a **Statement of Interest** outlining the rationale for seeking reappointment, and a **Statement of Reference** from an endorsing ACC member.

### Chair-Elect Eligibility

Applicants must currently serve on the committee or have served on it within the past five years. Exceptions may be granted at the discretion of the Nominating Committee, unless otherwise stated in the committee charter.

### Special Eligibility Criteria

Applicants who do not meet the specific eligibility requirements for the following committees will automatically be deemed ineligible for consideration:

- **ACC/AHA Joint Committee on Clinical Practice Guidelines:** Applicants must have previous guideline writing experience
- **ACC/AHA Joint Committee on Performance Measures:** Applicants must have authored a PM document; guideline, or data standards authors may be considered. Early career/FIT applicants are exempt from the writing requirement.
- **Assembly of International Governors (AIG):** Applicants must be current or past governors from the region and must have completed their term within the last three years.
- **Early Career Section Leadership Council:** Applicants must be no more than seven years out of cardiovascular/professional training as of April 1 of the following year.
- **Ethics & Compliance Committee:** Only FACC members are eligible to serve on this committee.



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- **Fellows-in-Training Section Leadership Council:** Applicants must be currently enrolled in a cardiovascular training program as of April 1 for the next two years. The end of the training date must be listed in your ACC member profile.
- **Member Compensation Committee:** Limited to MACC, FACC, or AACC applicants only. Committee members must not hold compensated roles with ACC or be under consideration for compensated member positions.
- **Research Fellowship Awards Committee:** FIT and Early Career applicants are not eligible.
- **Section Steering Committee Chair:** Applicants must have previously served as an ex-officio-appointed member of the Section Steering Committee (e.g., current or past Section Leadership Council Chair).
- **Young Investigator Awards Committee:** FIT and Early Career applicants are not eligible.