ACC Committee Nominations Application Guide and Troubleshooting Tips

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Step-by-Step Guide to Applying
Step-by-Step Guide to a Submitting a Committee Application

Before applying or nominating an ACC member please review the following details:

- **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](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 Application' button. Please note this button will change to ‘Edit Application’ if you have already begun an application or ‘Review 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 “Generic 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, 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 if 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.
Nominating Committee’s Tips for a Successful Committee Application
Nominating Committee’s Guide to a Quality Committee Application

1. **Length and quality of Statement of Interest is important**
   The Statement of Interest is an extremely valuable part of the committee application. The Nominating Committee relies on these statements to evaluate your interest, experience, and skills when determining appropriate placement.
   A. Use the **Generic Statement** text box to detail the following:
      - Why do you want to expand your ACC efforts?
      - What do you hope to gain by joining a committee?
      - Why are you requesting a reappointment to a current committee? If so, why?
   B. Use the **Unique Statement** text box to detail the following for each committee on your application:
      - Provide evidence of skills you possess that align with the needed technical skills required for the committee. (specific technical competencies can be found on the ‘Committee Details’ tab)
      - Describe how you have demonstrated the competencies needed for the selected committee.
      - What would you bring to the committee?
      - What would you like to achieve by being appointed to this committee?

2. **Committee Reappointments**
   A. All members who are eligible for reappointment MUST reapply. A current term does not guarantee a second appointment to a committee.
   B. Reappointments are not guaranteed and are at the discretion of the Nominating Committee.
   C. Reappointment applications require a Statement of Interest including the rational for seeking reappointment.
   D. Reappointment applications require a Statement of Reference from an ACC member to endorse your application.

3. **Selecting a Reference**
   A. Select someone who can speak to you as an applicant, not just someone in ACC leadership.
   B. A Statement of Reference must be received for a submitted application to be considered complete.
   C. Please make sure to notify your designated reference, in advance, that you will be selecting them to provide a statement to support your application.
   D. Current Nominating Committee members, current ACC president, and/or current ACC staff members are ineligible to provide letters of support.
   E. Members ineligible to supply a statement of reference will not populate during a member search.

4. **Ranking of committee preference**
   A. On an application 1 = highest interest, 3 = lowest interest
   B. Ranking is highly considered by the Nominating Committee during application review.

5. **Evidence of Prior Engagement**
   A. Section membership is highly valued, especially if you are applying to a Section Leadership Council.
   B. To be elected chair or chair-elect of a committee, candidates should have first served as a member of the committee. Rare exceptions can be made at the discretion of the Nominating Committee.
   C. Level of engagement with the ACC is taken into consideration:
      - Are you a member of a Section?
      - Are you a member of your Chapter?
      - What previous committees, work group, or task forces have you participated in?
      - Do you attend our annual legislative meeting or your state Lobby Day?
      - When is the last time you attended an ACC Annual Scientific Session?
      - Do you attend live or digital meetings?

6. **Additional Best Practices**
   A. Only members who are currently in training are eligible for appointment to the Fellows-in-Training Section Leadership Council. Proof of training end date must be listed in your customer profile.
   B. Members who are less than seven years out of training are eligible for appointment to the Early Career Section Leadership Council.
Understanding Your Committee Nominations Portal Dashboard
Welcome message with helpful tips and reminders

Time remaining for submissions. All applications, nominations, and reference statements must be submitted during this timeframe

Start a Self-Nomination

Start a Nomination for a colleague

View your requests

Browse open committees

Update your Digital CV
Colleagues who have request you to provide a Statement of Reference

Nominations you have submitted FOR colleagues

Number of committees with open positions

If your requested Statement of Reference has been received

Nominations you have received FROM colleagues

Start Application

Now Accepting Applications!

Please note all applications, nominations, and reference statements must be submitted by 11:59pm ET on Friday, October 4, 2019.

New this year

- To encourage more focused and careful committee choices, applicants are limited to selecting three committees for an application. Committee ranking is highly considered by the Nominating Committee during application review. (1 = highest interest, 3 = lowest interest)

- To streamline the process and burden of work, applicants are encouraged to selecting one member to provide a Statement of Reference to their application.
View committees with open positions

Search for specific committee

Filter by committees you have bookmarked, committees you have been nominated for, and committees you have applied to

Committee charter detailing roles and responsibilities, competency requirements, meeting schedule, and composition

Number of open positions for selected committee

Current committee roster
Bookmark to add this committee to your application later

Nominate a member to this committee

Add to application now
Submitting a Nomination for a Colleague
1.) Once logged in, please click the ‘Nominate a Member’ button.
2.) Search for an ACC member here. Please see the "Member Search Troubleshooting" section if you experience issues with the results.

3.) Click "Search"
4.) Select desired member by clicking the radio button

5.) Click "Forward"
6.) Select committees you would like to nominate the member for. You may add up to 3 committees to a nomination.

7.) Reorder selected committees by dragging and dropping in the preferred order.
8.) Provide a statement as to why the member would be a good fit for the committee(s) you have selected them for. There is a 50-character minimum to advance.

I think Dr. XX would be a great addition to the XX Committee because,...

9.) Click “Forward”
10.) Review your Nomination and click “Submit” when finished. You may edit the selected committees or your statement of reference from this screen.
Searching for an ACC Member
If you are having trouble locating a member, please check the following:

- You have spelled the member’s name correctly.

- You are searching the member’s name correctly. The portal will not return a result if searched by Last Name, First Name. Examples of acceptable search functions are:
  - First and Last: Jane Smith
  - First only: Jane
  - Last only: Smith
  - For best results, we recommend searching by last name only

- You are not including any special characters. The search function will not return a result if any of the following characters are included: !"#$%&'()*+,-./:;<=>?@\]^_`{|}~ Examples of incorrect search functions are:
  - Smith, Jane
  - Smith,

- The member is up to date on their dues. Only members who are currently in good standing with the college will be returned in results.

- The member is not currently part of the Nominating Committee. These members will not populate as they are unable to provide letters of support to applicants.

If you are still experiencing technical difficulties, please contact committees@acc.org.
Updating Your ACC Disclosures
Click “Manage Your Disclosures”

Why do I need to disclose?
The completion of your timely and accurate disclosures is essential to enabling the ACC to maintain its commitment to balance, independence, objectivity, and scientific rigor for all activities. Read Full Disclosure Policy.

5 Things you should know about the new disclosure system

1. Your “Library” always stays up to date
   Your Library of disclosures is always updated when you enter a new disclosure or update a previous disclosure, no matter where in the system you do it.

2. When in doubt use “Update All Requests”
   If you are an active member at the ACC, you may have multiple activities requesting disclosures. Instead of disclosing for each activity individually, use the “Update All Requests” function and submit all your “Requests” at the same time.

3. Activities drive what you need to disclose
   Different ACC activities will “Request” different types of disclosures for participation in those activities. Our system is built to share your disclosures across activities wherever possible to prevent re-entry.
Select “Yes or No” for each relationship:
- Personal Commercial
- Personal Non-Commercial
- Clinical Trial Enroller
- Institutional Financial Decision-Making Role
- Expert Witness Testimony

Personal Commercial (0)
Do you have any more personal commercial relationships to disclose? [Yes] [No]

Personal Non-Commercial (0)
Do you have any more personal non-commercial relationships to disclose? [Yes] [No]

Clinical Trial Enroller (0)
If you have previously completed a disclosure and need to update your information, please select “Add” to include additional relationships to all necessary categories.
Please select “I agree for the next 12 months” that you comply and understand all following agreements:
- Education Attestation
- Confidentiality
- Disclosure and Assignment
- Embargo for Published Content
Disclosures and agreements must be updated every 12 months. Your information will expire one year from the signed date.

Once you have completed your information and read the Annual Statement and On-going Obligation Agreement, please select “I Agree & Confirm”
• Current ACC members, in good standing with the College, are encouraged to apply to join committees [here](#).

• For technical assistance regarding dues or membership status please contact Member Care at 1-800-253-4636 x5603.

• For a comprehensive list of frequently asked questions regarding ACC’s committee appointment process, application portal, or submitting a nomination please visit the [FAQ](#) page. All other inquiries please contact committees@acc.org.

• Appointments to committees with open positions are determined by the ACC’s Nominating Committee. This committee is chaired by the College’s Immediate Past President and six additional ACC members.

• Members of the Nominating Committee are ineligible to provide letters of support to committee applicants.

• Committee appointments are determined based on the applicant’s ability to fulfill the needs of the committee.

• The proposed slate of appointed members must be approved by the Board of Trustees before applicants are notified.

• Once approved, applicants will begin receiving notifications between December and January.

• ACC Annual Meeting signifies the beginning and end of the committee cycle:
  - Current committee members whose terms expire will vacate their positions on March 31st.
  - New and Reappointed Committee members will begin their terms on April 1st.

• Member term lengths range from 1 – 3 years based on the needs of the committee and are at the discretion of the Nominating Committee.

• Committee members are eligible to serve on a committee for six consecutive years (per committee).