



## ACC'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?

### 1. 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.

### 2. 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.

### 3. 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.

### 4. 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?

### 5. 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.