

Committee Application & Appointment Timeline

August Nominations Portal Opens

- The [Nominations Portal](#) opens annually for application submissions in mid-August.
- Only current members in good standing with the ACC are eligible to apply for committee positions.
- Non-members who represent patient-voice must email committees@acc.org for specific application instructions.
- Candidates have 30 days to complete an online application.
- A complete application consists of a comprehensive digital CV; impactful Statement of Interest; supporting and thorough Statement of Reference from a current ACC member; and up-to-date disclosures of relationships with industry and other entities.

September Nominations Portal Closes

- The Nominations Portal closes in mid-September and will no longer accept application submissions or reference statements.
- After the application submission window closes there is a three-day grace period for Reference Statement submissions. This allows last-minute applications to obtain a supporting reference statement to remain eligible.
- Applications that do not receive a Statement of Reference by the indicated deadline are not eligible to be reviewed by the Nominating Committee.

October Nominating Committee Performs Candidate Reviews

- The Nominating Committee begins reviewing candidate applications.
- Committee appointments are determined based on the applicant's ability to fulfill the competency and diversity needs of the committee.
- The Nominating Committee is provided with overall application statistics including, candidate demographics and member data to better assist in their assessments and placement.

November ACC Committee Appointment Day

- The Nominating Committee convenes to discuss candidate applications and competencies for each committee with open positions.
- All conversations on Committee Appointment Day are confidential.
- The Nominating Committee provides a slate of committee appointments to the ACC/F Board of Trustees (BOT) for approval.

December Board of Trustees Approval of Appointments

- The BOT approves or modifies the slate of committee appointments presented by the Nominating Committee Chair at the December Board Meeting.
- Once the BOT approves the slate of committee appointments, notification letters are issued.
- **PLEASE NOTE: Applicants will only receive one decision letter.** If an applicant is appointed to a committee they will receive a selection letter only for that committee. Appointed applicants will not receive a decision letter for the other committees on their application.

January No Action

February Final Communications

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

March Committee Terms End

- ACC's Annual Scientific Session marks the beginning and end of committee terms.
- Members with committee terms ending on March 31 will vacate their positions.

April Committee Terms Begin

- Members identified for new committee appointments or reappointments will begin their terms on April 1 each year.
- At the discretion of the Chair, newly appointed committee members will be invited as guest observers to committee/section meetings held at ACC Annual Scientific Sessions to assist with the orientation.