

Nominating Committee's Guide to a Quality Committee Application

SPEND QUALITY TIME ON YOUR APPLICATION

A comprehensive and well-thought-out application is evident.

APPLY TO COMMITTEES THAT PLAY TO YOUR STRENGTHS

Committee appointments are meant to expand on your current skills and experience. The Nominating Committee is looking for candidates who can bring specific knowledge and competencies to a committee to advance the committee's goals and in turn the strategic priorities of the College. Apply where your expertise is most beneficial.

REVIEW THE COMMITTEE CHARTER

The committee charter ('Committee Details' tab in the portal) is the single most important source of information for determining your fit for the committee. The competency needs of each committee are specified and applicants should focus their Statement of Interest to address how they exemplify those needs. ACC's governance process emphasizes specific competencies needed on a committee at a given point in time. This will vary, based on current ACC activities, skill sets possessed by current committee members, and needed skills/competencies related to rotation of members.

QUALITY OF YOUR 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, competencies, and skills when determining appropriate committee placement. If you are applying for a Chair or Chair-Elect position your Statement of Interest should specify the role you are applying for. Additionally, creating a Unique Statement of Interest for each committee on your application shows that you have tailored your statements to the specific needs of each committee.

- General Statement:
 - Why do you want to expand your ACC efforts?
 - What do you hope to gain by joining a committee?
- Unique Statement:
 - Provide evidence of skills you possess that align with the needed technical skills required for the committee.
 - 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?
 - Are you requesting reappointment to a current committee? If so, why?
 - Values related to diversity, equity, and inclusion, experiences working with diverse populations, and goals related to the College's [Diversity & Inclusion](#) initiative.

SELECTING A REFERENCE

The Reference Statement is a critical character reference from a current ACC member. You should select a member who can reference concrete examples of your skills. Please notify your reference writer in advance that you will be selecting them to provide a statement on your behalf. Reference writers should articulate how they have witnessed you exhibit the specified competencies of the committee. Statements may include:

- Content expertise and competence
- Specific examples of team-based, collaborative, consensus-driven organizational skills
- Specific comments relevant to the committee for which the applicant is applying are optimal
- Potential for future leadership
- Anticipated contribution(s) if selected for appointment
- Reliability, work ethic, follow-through, timeliness and bandwidth for fulfilling the duties required by the position

REAPPOINTMENTS ARE THE EXCEPTION, NOT THE RULE

Except as otherwise set forth in the Bylaws or Committee charter, or as approved by the Nominating Committee, committee members serve one, three-year term. Re-appointment for one additional three-year term may be considered but is the exception. The maximum amount of time an individual may serve on a committee is six years (two consecutive three-year terms).

A current term does not automatically guarantee a second term. Members requesting reappointment must submit a full application including Statement of Interest detailing the rationale for seeking reappointment and a Statement of Reference from an ACC member to endorse your application.

RANKING OF COMMITTEE PREFERENCE

Given the number of applications received, ranking is highly considered by the Nominating Committee during application review. Please be sure to rank your most sought-after appointment as #1. (1 = highest interest, 3 = lowest interest)

EVIDENCE OF PRIOR ENGAGEMENT

Engagement data can be a determining factor in committee placement. Your level of engagement with the ACC is taken into consideration. For example:

- If you are applying to a Section Leadership Council are you a current member of that Section?
- Are you serving a current term on another committee?
- What previous committees, work group, or task forces have you participated in?
- Are you a member of your Domestic/International Chapter?
- 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 regularly attend live or digital meetings?

ADDITIONAL INFORMATION

- 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.
- Only members who are less than seven years out of training are eligible for appointment to the Early Career Section Leadership Council.
- To be eligible for the Chair or Chair-Elect of a committee you must have first served as a member of that committee within the last five years (unless otherwise stated in the committee charter). Rare exceptions can be made at the discretion of the Nominating Committee.