



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

### Spend Quality Time on Your Application

A comprehensive and well-thought-out application is evident. Applicants should strive for thoroughness, focusing on pertinent qualifications, experiences, and achievements that directly align with the requirements and expectations of the position or committee.

### Apply To Committees That Play to Your Strengths

Committee appointments serve to augment your existing skills and expertise. The Nominating Committee seeks candidates who can contribute specialized knowledge and competencies to further the committee's objectives, thereby advancing the strategic priorities of the College. **Apply to positions where your expertise can make the greatest impact.**

### Review The Committee Charter

The committee charter, accessible through the 'Committee Details' tab in the portal, serves as the primary resource for assessing your suitability for a committee. It outlines the specific competencies required for each committee, and applicants should tailor their Statement of Interest to demonstrate how they meet these criteria. ACC's governance process emphasizes particular competencies necessary for each committee at any given time. These requirements fluctuate based on current ACC initiatives, the skill sets of existing committee members, and the skills/competencies needed due to member rotations.

### The Quality of Your Statement of Interest Is Important

The Statement of Interest plays a critical role in your committee application. The Nominating Committee relies on these statements to assess your interest, experience, competencies, and skills, guiding appropriate committee placements. **If you're seeking an open Chair or Chair-Elect role, specify it in your Statement of Interest.**

Preparing a customized Statement of Interest for each committee showcases your alignment with their unique requirements and is preferable to a generic statement applied to all committees on your application. Statements should provide insight into the following:

- Relevant experience related to your committee choices, with a clear rationale for applying.
- Illustration of experiences within and outside the College, highlighting anticipated contributions and special constituency representation.
- Articulation of short-term and long-term professional goals, alongside motivation for expanding ACC involvement and aspirations within committees.
- Presentation of evidence aligning your skills with committee requirements, demonstrating vital competencies.

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- Explanation of your contributions to the committee and post-appointment objectives, with justification for reappointment if applicable.
- Expression of values regarding diversity, equity, and inclusion, with experiences and goals linked to the [College's Diversity & Inclusion](#) initiative.

## Select A Dependable Reference Writer

The Reference Statement is a crucial reference provided by a current ACC member. Choose someone who knows you and can offer concrete examples of your skills. Reference writers should highlight how they've observed you demonstrate the specified competencies of the committee. Comments tailored to the committee you're applying for are most effective.

Statements may cover:

- Expertise and competence in relevant content.
- Specific instances of team-based, collaborative, and consensus-driven organizational skills.
- Potential for future leadership roles.
- Anticipated contributions if appointed.
- Reliability, work ethic, follow-through, timeliness, and capacity to fulfill the position's duties.

Please review the process for selecting a reference writer in the [Application Submission Guide](#). As a reminder, **applications without a Statement of Reference submitted in the portal by the deadline will not be eligible for review by the Nominating Committee.**

## Ranking of Committee Preference

Due to the volume of applications, the Nominating Committee heavily weighs ranking during the review process. Be sure to designate your top preference as #1. (1 = highest interest, 3 = lowest interest)

## Evidence of Prior Engagement

Engagement 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?
- What previous committees, work groups, 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 or engaged in another ACC educational offering?
- Do you regularly attend live or digital meetings?

**⚠ The Nominating Committee is aware of any other committees on which you are currently serving and they work to maximize the involvement of as many members as possible across the open positions.**

## Reappointments Are the Exception, Not the Rule

Except as otherwise outlined 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-

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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 guarantee a second term.** Members seeking reappointment must submit a complete application, including a Statement of Interest explaining the rationale for seeking reappointment; and must receive a Statement of Reference from an endorsing ACC member.

## Additional Requirements and Considerations

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Applicants who do not meet the specific requirements for the following committees will automatically be marked as ineligible for consideration.

- Assembly of International Governors: Prospective applicants must be current or past governors from the region who has completed his/her term within the last three years. To view open regional positions each year, please visit the 'Committee Details' tab of the AIG committee page.
- Early Career Section Leadership Council: Prospective applicants must be no more than seven years out of cardiovascular training from the current year.
- Fellows-in-Training Section Leadership Council: Prospective applicants must currently be enrolled in a cardiovascular training program. Proof of training end date must be listed in your member profile.
- Ethics & Compliance Committee: Only FACC members are eligible to serve on this committee.
- Section Steering Committee Chair: Prospective applicants must first have served as an ex-officio-appointed member of the Section Steering Committee (ie: current or previous Section Leadership Council Chair).
- To qualify for a Committee Chair-Elect position, an individual must be either currently serving on the Committee or have served on the Committee within five years of applying for the Chair-Elect position (unless otherwise specified in the committee charter). Rare exceptions may be granted at the discretion of the Nominating Committee.