

2024 Volunteer Self-Nomination Instructions

1. Visit the [Volunteer Opportunities](#) page on the ACR website.
2. In the purple callout box at the top of the page, click on “Submit Volunteer Nomination – ACR/ARP Members.”

Volunteer Nominations Are Open

Volunteer nominations for the ACR, ARP, and the Foundation Board of Directors and Standing Committees are open. **The deadline for self-nominations and/or peer nominations is June 1.**

[Submit Volunteer Nomination – ACR/ARP Members](#)

[Submit Volunteer Nomination – Patients/Lay Members](#)

See committee charges and time commitment details on the [ACR Board of Directors](#), [ARP Executive Committee](#), [ACR/ARP committees](#), and [Foundation leadership](#) pages.

Questions?

See a list of [Volunteer FAQs](#), view the Nominations Application Instructions (*coming soon*), or reach out to [ACR](#), [ARP](#) or the [Foundation](#) directly.

3. A new window will open, or you will be redirected in the same window to the secure application platform homepage.

Home My Account ▾

Welcome [User Name]

- [My Profile](#)
- [Change Password](#)
- [Admin Panel](#)
- [Log Out](#)

Program	Status	Deadline	Action
2024 ACR ARP Awards	Now Open	6/1/2024 11:59 PM	Start Application / Nomination
2024 ACR & Foundation Volunteer Nominations	Now Open	6/1/2024 11:59 PM	Start Application / Nomination
2024 ARP Volunteer Nominations	Now Open	6/1/2024 11:59 PM	Start Application / Nomination

Current Timezone: Eastern Time (US & Canada)

- To submit a self-nomination for **ACR and Foundation Volunteer** opportunities, click on “Start Application/Nomination” on the **second line**, far right side of the page.

To submit a self-nomination for **ARP Volunteer** opportunities, click on “Start Application/Nomination” on the **third line**, far right side of the page.

Note: ARP members wishing to apply for the ACR or Foundation Board of Directors open positions must complete a self-nomination in the “2024 ACR & Foundation Volunteer Nominations” program (second line). ARP members can submit an ARP self-nomination (third line) in addition to the ACR or Foundation Board positions.

- Once you select the appropriate link, a new nominations application will open. The first step is to review the Nominator (your) demographic information. The data is pulled from your ACR online account. If any of the information needs to be updated, you will need to [login to make the changes](#) then return to the application. *Note: You will not see the updates immediately in the nominations application. Be assured the changes are received.*

Welcome [User Name]

- [Home](#)
- [My Applications / Nominations](#)
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Home / My Applications / 4301 - New Application

2024 ACR & Foundation Volunteer Nominations

Nominator Information

First Position and Committee Selection

Second Position and Committee Selection

Third Position and Committee Selection

Nominee Information and Questions

Supporting Materials

Nominator Information

This demographic information is being pulled from your ACR Account. If any of this information needs to be edited please do so in your ACR Account.

To quickly access your ACR account, please [click here](#).

Member ID

First Name *

Last Name *

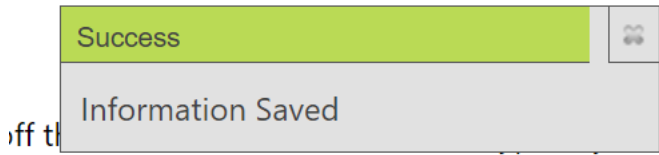
Email Address *

- Once you confirm your information is correct or complete the updates, click on the green button at the bottom, right of the page "Save and Next."

Note: If you click "Save," the application will be saved up to that page but will not move you to the next step. You may leave and return to the application at any time during the open nomination process; be sure to save your work before leaving.

A screenshot of a web form with five input fields and two buttons. The fields are labeled "Race", "Ethnicity", "Role", "Title", and "Employer". Each label is positioned to the left of its corresponding input field. At the bottom right of the form, there are two buttons: a blue "Save" button and a green "Save and Next" button.

- You will know your application is successfully saved by looking for a pop-up message in the upper right corner of your screen.



- The next three screens request the same type of information. This is where you will note the role and the committee(s) on which you hope to serve. Please read the instructions on the page carefully to help you make your selection.

Mid-page, you will see a drop-down menu box. Click the "carrot" on the right side of the box, then choose the appropriate role for yourself (self-nomination).

- My Profile
- Change Password
- Admin Panel
- Log Out

Please ensure you are selecting the correct open position, volunteer eligibility is based on the nominee's current member type. If you are unsure of their member type please email ACRnominations@rheumatology.org:

Fellow in Training – Select FIT position ONLY

All other ACR Members – Any position EXCEPT FIT Member

Patient/Lay Member – Select PATIENT/LAY MEMBER position ONLY. There are only opportunities on the Foundation Board of Directors and Impact Advisory Council.

If you would only like to be considered for one position, please select the same position and committee for all 3 preferences.

Are you unsure what the committee's work or charge is? Click on the links below to learn more about each committee or council.

[ACR Committee Charges](#)

[Foundation Council Charges](#)

Select
 Select
 Officer
 Board Member
 Committee Chair
 Committee Member
 FIT Member
 Patient/Lay Member

Prev

Save

Save and Next

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9. Once you select a role, a second drop-down menu box will appear. That box will contain a list of the committees with an open role that matches what you selected.

- Admin Panel
- Log Out

All other ACR Members – Any position EXCEPT FIT Member

Patient/Lay Member – Select PATIENT/LAY MEMBER position ONLY. There are only opportunities on the Foundation Board of Directors and Impact Advisory Council.

If you would only like to be considered for one position, please select the same position and committee for all 3 preferences.

Are you unsure what the committee's work or charge is? Click on the links below to learn more about each committee or council.

[ACR Committee Charges](#)

[Foundation Council Charges](#)

Committee Member

Preference 1 Committee Member *
 Select

Prev

Save

Save and Next

10. Select your first preference for a committee assignment. Then click the green “Save and Next” button to move forward.

 Admin Panel
 Log Out

Select

- Committee on Collaborative Initiatives
- Committee on Communications and Marketing
- Committee on Corporate Relations
- Committee on Division Directors Committee
- Committee on Education
- Committee on Ethics and Conflict of Interest
- Committee on Finance
- Committee on Global Engagement
- Committee on Government Affairs
- Committee on Journal Publications
- Committee on Membership & Awards
- Committee on Nominations & Appointments
- Committee on Pediatric Rheumatology
- Committee on Quality of Care
- Committee on Registries and Health IT
- Committee on Research
- Committee on Rheumatologic Care
- RheumPAC
- Committee on Training

Select

LY. There are only opportunities on the Foundation Board of
 the same position and committee for all 3 preferences.
 he links below to learn more about each committee or council.





11. Repeat this process two more times, identifying your second and third preferences. These are in rank order so be sure to identify the committee you are most interested in in the first position, next in the second, and so on. *If you would like to be considered only for one position, please select the same position and committee for all three preferences.*
12. You can track your progress and move between application pages using the gray/blue arrows at the top of the page or the gray/green buttons at the bottom of the page. “Prev” will take you back one page and “Save and Next” will take you forward one page. To skip pages, click on the “arrow” identifying the page you want to visit at the top of each page.

Welcome [Name]
 Home
 My Applications / Nominations
 All (2)

[Home](#) / [My Applications](#) / 4301 - New Application
 2024 ACR & Foundation Volunteer Nominations

Nominator Information
 First Position and Committee Selection
 Second Position and Committee Selection
 Third Position and Committee Selection

Nominee Information and Questions
 Supporting Materials





13. Now you will identify the nominee in the “Who are you nominating?” field (type your own name for self-nominations) and indicate whether you are pursuing a self-nomination. Select “Yes” as you intend to self-nominate.

14. On the same page, a list of questions will appear, each with its own text box for your responses. All questions are required of all applicants. You are welcome to type your answers directly into the system or write them in another location (e.g. – Word) and copy and paste into the answer boxes.

Remember – you can save your work and return to finish your application any time before the deadline to complete your application.

ACR/Foundation application questions:

- What abilities and attributes will you bring to the board and/or committee(s) you selected?
- Please explain what interests you about serving on the board and/or committee(s) you selected.
- If you have volunteered for the ACR, Foundation, or ARP please list the contributions you made for the committee.
- Please describe any other relevant experience that you believe would be beneficial to volunteer with the College.
- Please list any restrictions on your availability on nights and/or weekends to complete volunteer work.
- Do you feel there is any other information that the Nominations Committee needs to know concerning your nomination?
- Are you a current RISE user?

ARP application questions:

- What abilities and attributes will you bring to the board and/or committee(s) you selected?
- Please explain what interests you about serving on the board and/or committee(s) you selected.
- If you have volunteered for the ACR, Foundation, or ARP please list the contributions you made for the committee.
- Please describe any other relevant experience that you believe would be beneficial to volunteer with the ARP. This could include but not limited to leadership positions in community practices and/or academic medical centers, volunteering with other

specialty societies, state, and local medical societies. Other volunteer experience may also include activities with cultural, religious, art, or political groups.

- Do you feel there is any other information that the Nominations Committee needs to know concerning your nomination?

Home

My Applications / Nominations

All (2)

Incomplete (2)

My Profile

Change Password

Admin Panel

Log Out

2024 ACR & Foundation Volunteer Nominations

Nominator Information First Position and Committee Selection Second Position and Committee Selection Third Position and Committee Selection

Nominee Information and Questions Supporting Materials

Who are you nominating? *

Your Name Here

Is this a self nomination? *

Yes

No

What abilities and attributes will you bring to the board and/or committee(s) you selected? *

15. The last page of the application is for uploading relevant documents. All applicants are required to upload a CV or resume. Letters of recommendation AND personal statements are required for ACR Officer and Board members and encouraged for all other positions. Headshots are optional for all. Click the “Choose File” button inside each box to search your computer for the appropriate file.

First Position and Committee Selection Second Position and Committee Selection Third Position and Committee Selection

Nominee Information and Questions Supporting Materials

CV *

Required for all positions

Choose File No file chosen

Letter of Recommendation

Required for ACR Secretary and Board Members, Encouraged for all other positions.

Choose File No file chosen

Personal Statement

Required for ACR Secretary and Board Members, Encouraged for all other positions.

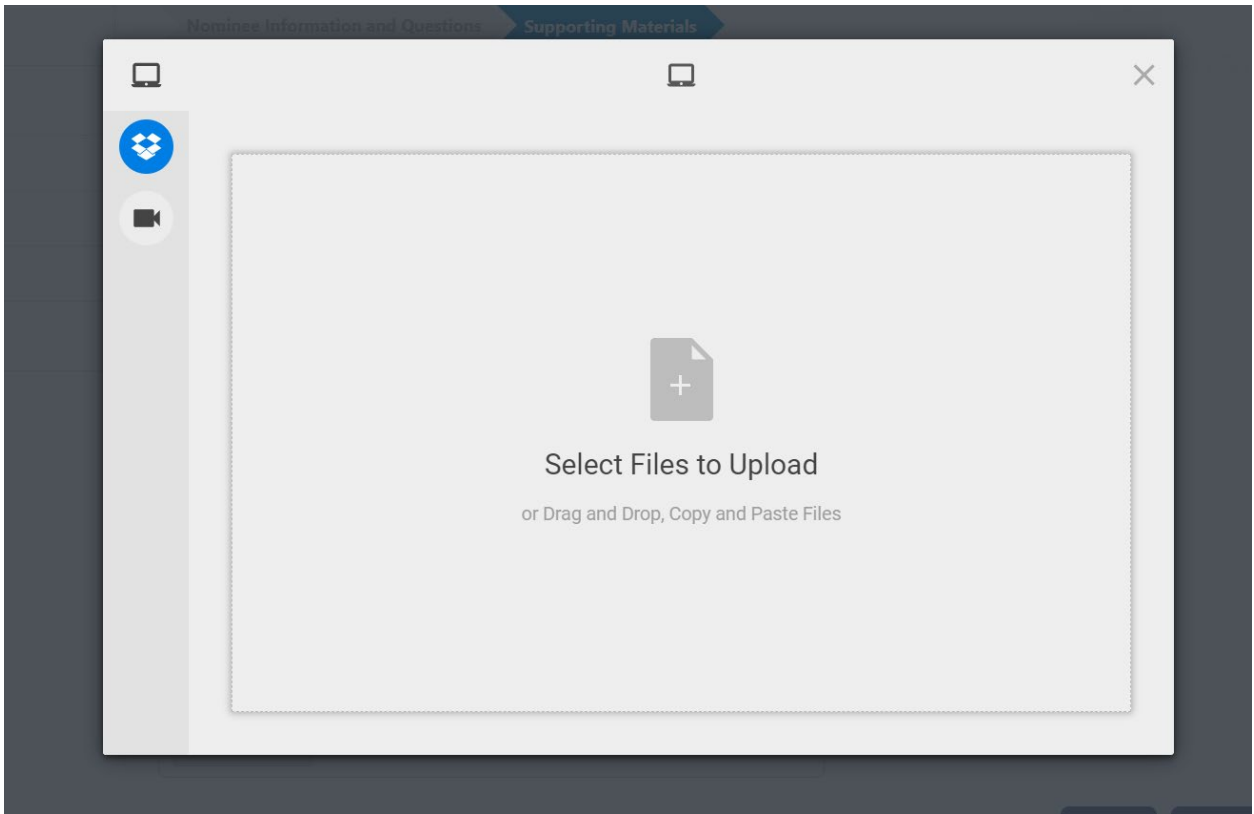
Choose File No file chosen

Headshot

Optional for all positions

Choose File No file chosen

16. A new box will open. Click in the middle near “Select Files to Upload” to search your computer or drag and drop your file into the box.



17. Once you have uploaded all the documents you wish to submit, click the green “Save and Finalize” button in the bottom right corner of the page.

Letter of Recommendation

Required for ACR Secretary and Board Members, Encouraged for all other positions.





Personal Statement

Required for ACR Secretary and Board Members, Encouraged for all other positions.

Headshot


Optional for all positions

18. If you need to change the file you selected, simply click on the garbage can icon next to the name of your file.

All (2)
Incomplete (2)
 My Profile
 Change Password
 Admin Panel
 Log Out

CV *

Required for all positions

arp-rules-of-procedure.pdf 

View in Fullscreen

19. A pop-up window will appear, informing you this is the final step. If you click “OK,” your application will be submitted. Click “Cancel” to return and continue editing the application.

Letter of Recommendation

Required for ACR Secretary and Board Members, Encouraged for all other positions.

No file chosen

Personal Statement

Required for ACR Secretary and Board Members, Encouraged for all other positions.

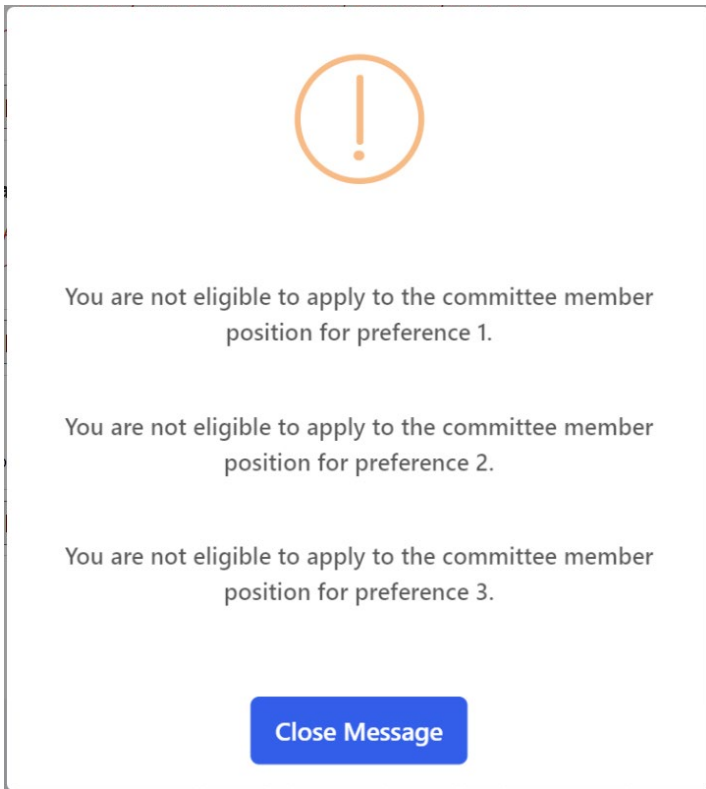
No file chosen

Headshot

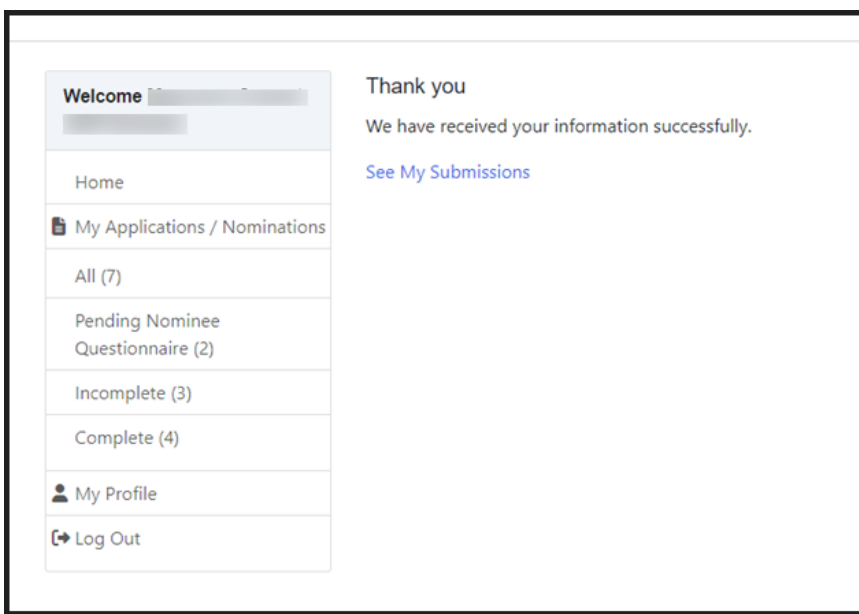
Optional for all positions

No file chosen

20. The system will now check your application and selections for accuracy. If you are ineligible for any of the committee roles you selected, you will receive an error message telling you which position to return to and edit. Click “Close Message” to go back to the application and select the appropriate step using the arrows at the top of the page to make any changes. For your application to be submitted successfully, you must be eligible for all three preferences you indicated. If you need help, please contact [ACR](#), [ARP](#), or [Foundation](#).



21. If your submission is successful, you will receive the message below. To view your submissions, click on “See My Submissions” or click on “My Applications / Nominations”. You may view, edit, or withdraw a submission any time before nominations close on June 1.



22. Check your email for confirmation of your self-nomination.

2024 Volunteer Nomination Instructions

1. Visit the [Volunteer Opportunities](#) page on the ACR website.
2. In the purple callout box at the top of the page, click on “Submit Volunteer Nomination – ACR/ARP Members.”

Volunteer Nominations Are Open

Volunteer nominations for the ACR, ARP, and the Foundation Board of Directors and Standing Committees are open. **The deadline for self-nominations and/or peer nominations is June 1.**

[Submit Volunteer Nomination – ACR/ARP Members](#)

[Submit Volunteer Nomination – Patients/Lay Members](#)

See committee charges and time commitment details on the [ACR Board of Directors](#), [ARP Executive Committee](#), [ACR/ARP committees](#), and [Foundation leadership](#) pages.

Questions?

See a list of [Volunteer FAQs](#), view the Nominations Application Instructions (*coming soon*), or reach out to [ACR](#), [ARP](#) or the [Foundation](#) directly.

3. A new window will open, or you will be redirected in the same window to the secure application platform homepage.

Program	Status	Deadline	Action
2024 ACR ARP Awards	Now Open	6/1/2024 11:59 PM	Start Application / Nomination
2024 ACR & Foundation Volunteer Nominations	Now Open	6/1/2024 11:59 PM	Start Application / Nomination
2024 ARP Volunteer Nominations	Now Open	6/1/2024 11:59 PM	Start Application / Nomination

Current Timezone: Eastern Time (US & Canada)

4. To submit a nomination for **ACR and Foundation Volunteer** opportunities, click on “Start Application/Nomination” on the **second line**, far right side of the page.
 - a. To submit a nomination for **ARP Volunteer** opportunities, click on “Start Application/Nomination” on the **third line**, far right side of the page.
 - b. *Note: ARP members wishing to nominate an ARP colleague for the ACR or Foundation Board of Directors open positions must complete a nomination in the “2024 ACR & Foundation Volunteer Nominations” program (second line). ARP members can submit an ARP nomination (third line) in addition to the ACR or Foundation Board positions.*
5. Once you select the appropriate link, a new nominations application will open. The first step is to review the Nominator (your) demographic information. The data is pulled from your ACR online account. If any of the information needs to be updated, you will need to [login to make the changes](#) then return to the application. *Note: You will not see the updates immediately in the nominations application. Be assured the changes are received.*

Welcome [User Name]

Home

My Applications / Nominations

All (2)

Incomplete (2)

My Profile

Change Password

Admin Panel

Log Out

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2024 ACR & Foundation Volunteer Nominations

[Nominator Information](#)
First Position and Committee Selection
Second Position and Committee Selection
Third Position and Committee Selection

Nominee Information and Questions
Supporting Materials

Nominator Information

This demographic information is being pulled from your ACR Account. If any of this information needs to be edited please do so in your ACR Account.

To quickly access your ACR account, please [click here](#).

Member ID

First Name *

Last Name *

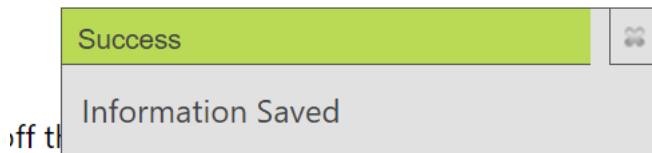
Email Address *

- Once you confirm your information is correct or complete the updates, click on the green button at the bottom, right of the page "Save and Next."

Note: If you click "Save," the application will be saved up to that page but will not move you to the next step. You may leave and return to the application at any time during the open nomination process; be sure to save your work before leaving.





A screenshot of a nomination form. It features five text input fields, each with a label to its left: "Race", "Ethnicity", "Role", "Title", and "Employer". The fields are currently empty. At the bottom right of the form, there are two buttons: a blue "Save" button and a green "Save and Next" button.

- You will know your application is successfully saved by looking for a pop-up message in the upper right corner of your screen.



- The next three screens request the same type of information. This is where you will note the role and the committee(s) on which you want the nominee to serve. Please read the instructions on the page carefully to help you make your selection.

Mid-page, you will see a drop-down menu box. Click the "carrot" on the right side of the box, then choose the appropriate role for your nominee.

-  My Profile
-  Change Password
-  Admin Panel
-  Log Out

Please ensure you are selecting the correct open position, volunteer eligibility is based on the nominee's current member type. If you are unsure of their member type please email ACRnominations@rheumatology.org:

Fellow in Training – Select FIT position ONLY

All other ACR Members – Any position EXCEPT FIT Member

Patient/Lay Member – Select PATIENT/LAY MEMBER position ONLY. There are only opportunities on the Foundation Board of Directors and Impact Advisory Council.

If you would only like to be considered for one position, please select the same position and committee for all 3 preferences.

Are you unsure what the committee's work or charge is? Click on the links below to learn more about each committee or council.

[ACR Committee Charges](#)

[Foundation Council Charges](#)



Select ▼

- Select
- Officer
- Board Member
- Committee Chair
- Committee Member
- FIT Member
- Patient/Lay Member

Prev
Save
Save and Next

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9. Once you select a role, a second drop-down menu box will appear. That box will contain a list of the committees with an open role that matches what you selected.

-  Admin Panel
-  Log Out

All other ACR Members – Any position EXCEPT FIT Member

Patient/Lay Member – Select PATIENT/LAY MEMBER position ONLY. There are only opportunities on the Foundation Board of Directors and Impact Advisory Council.

If you would only like to be considered for one position, please select the same position and committee for all 3 preferences.

Are you unsure what the committee's work or charge is? Click on the links below to learn more about each committee or council.

[ACR Committee Charges](#)

[Foundation Council Charges](#)

Committee Member ▼

Preference 1 Committee Member *

Select ▼

Prev
Save
Save and Next

10. Select your first preference for a committee assignment. Then click the green "Save and Next" button to move forward.

Admin Panel
Log Out

Select

- Committee on Collaborative Initiatives
- Committee on Communications and Marketing
- Committee on Corporate Relations
- Committee on Division Directors Committee
- Committee on Education
- Committee on Ethics and Conflict of Interest
- Committee on Finance
- Committee on Global Engagement
- Committee on Government Affairs
- Committee on Journal Publications
- Committee on Membership & Awards
- Committee on Nominations & Appointments
- Committee on Pediatric Rheumatology
- Committee on Quality of Care
- Committee on Registries and Health IT
- Committee on Research
- Committee on Rheumatologic Care
- RheumPAC
- Committee on Training

Select

LY. There are only opportunities on the Foundation Board of
the same position and committee for all 3 preferences.
he links below to learn more about each committee or council.

Prev Save Save and Next

a.

- Repeat this process two more times, identifying the nominee’s second and third preferences. These are in rank order so be sure to identify the committee the nominee is most interested in in the first position, next in the second, and so on. *If the nominee would like to be considered only for one position, please select the same position and committee for all three preferences.*
- You can track your progress and move between application pages using the gray/blue arrows at the top of the page or the gray/green buttons at the bottom of the page. “Prev” will take you back one page and “Save and Next” will take you forward one page. To skip pages, click on the “arrow” identifying the page you want to visit at the top of each page.

Welcome [User Name]

Home / My Applications / 4301 - New Application

2024 ACR & Foundation Volunteer Nominations

Nominator Information First Position and Committee Selection Second Position and Committee Selection Third Position and Committee Selection

Nominee Information and Questions Supporting Materials

Prev Save Save and Next

- Now you will identify the nominee in the “Who are you nominating?” field (type your own name for self-nominations) and indicate whether you are pursuing a self-nomination. Select “No” since you are nominating someone else.

Welcome [Name]

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- Incomplete (2)
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2024 ACR & Foundation Volunteer Nominations

Nominator Information
First Position and Committee Selection
Second Position and Committee Selection
Third Position and Committee Selection

Nominee Information and Questions
Supporting Materials

Who are you nominating? *

Is this a self nomination? *

Yes

No

Prev
Save
Save and Next

14. When you select “No,” new fields will open. The first allows you to search for the member in the database; select the appropriate member and their information will automatically populate in the fields below. Click “Save and Next” to continue forward.

- All (1)
- Incomplete (1)
- My Profile
- Log Out

Who are you nominating? *

Is this a self nomination? *

Yes

No

Nominee Search

Nominee Name (ACR Member Lookup)

Search by Full Name

Nominee Questionnaire

Nominee Questionnaire

(Not Sent)

Full Name

Email

Nominee Information

Documentation

15. The last page of the application is for uploading relevant documents. All applications require a CV or resume. Letters of recommendation AND personal statements are required for ACR Officer and Board members and encouraged for all other positions. Headshots are optional for all. Click the “Choose File” button inside each box to search your computer for the appropriate file.

my Applications / Nominations

- All (2)
- Incomplete (2)
- My Profile
- Change Password
- Admin Panel
- Log Out

First Position and Committee Selection / Second Position and Committee Selection / Third Position and Committee Selection

Nominee Information and Questions / **Supporting Materials**

CV *
Required for all positions

Choose File No file chosen

Letter of Recommendation
Required for ACR Secretary and Board Members, Encouraged for all other positions.

Choose File No file chosen

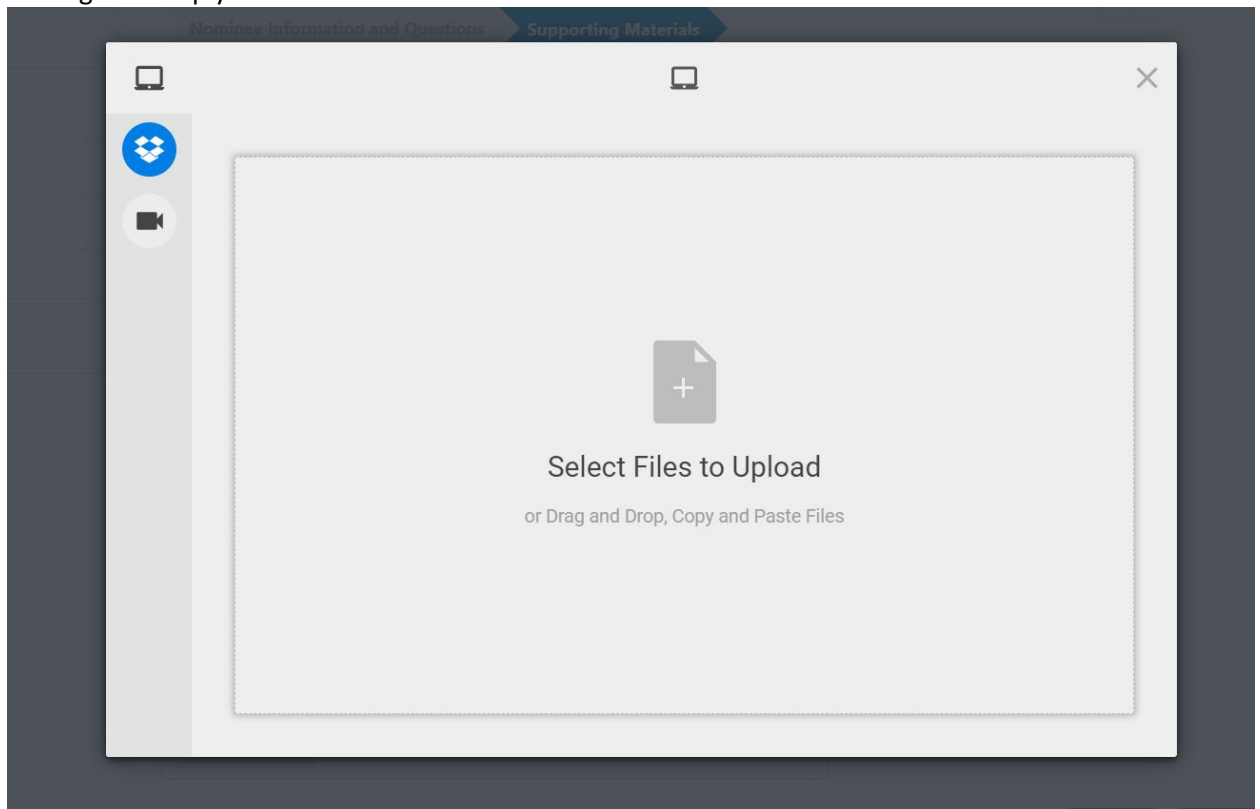
Personal Statement
Required for ACR Secretary and Board Members, Encouraged for all other positions.

Choose File No file chosen

Headshot
Optional for all positions

Choose File No file chosen

16. A new box will open. Click in the middle near “Select Files to Upload” to search your computer or drag and drop your file into the box.



17. Once you have uploaded all the documents you wish to submit, click the green “Save and Finalize” button in the bottom right corner of the page.

Letter of Recommendation

Required for ACR Secretary and Board Members, Encouraged for all other positions.

Choose File No file chosen

Personal Statement

Required for ACR Secretary and Board Members, Encouraged for all other positions.

Choose File No file chosen

Headshot

Optional for all positions

Choose File No file chosen

Prev Save Save and Finalize

18. If you need to change the file you selected, simply click on the garbage can icon next to the name of your file.

All (2)
Incomplete (2)
My Profile
Change Password
Admin Panel
Log Out

Nominee Information and Questions Supporting Materials

CV *

Required for all positions

arp-rules-of-procedure.pdf

View in Fullscreen

19. A pop-up window will appear, informing you this is the final step. If you click "OK," your nomination will be submitted. Click "Cancel" to return and continue editing the application.

Letter of Recommendation

Required for ACR Secretary and Board Members, Encouraged for all other positions.

Choose File No file chosen

Personal Statement

Required for ACR Secretary and Board Members, Encouraged for all other positions.

Choose File No file chosen

Headshot

Optional for all positions

Choose File No file chosen

Prev Save Save and Finalize

20. The system will now check your nomination for accuracy. If the nominee is ineligible for any of the committee roles you selected, you will receive an error message telling you which position to return to and edit. Click “Close Message” to go back to the application and select the appropriate step using the arrows at the top of the page to make any changes. For your nomination to be submitted successfully, the nominee must be eligible for all three preferences you indicated. If you need help, please contact [ACR](#), [ARP](#), or [Foundation](#).



The Nominee is not eligible to apply for the committee chair position in preference 1.If you have questions about your nominee's member type please reach out to acrnominations@rheumatology.org.

The Nominee is not eligible to apply for the board member position in preference 2.If you have questions about your nominee's member type please reach out to acrnominations@rheumatology.org.

The Nominee is not eligible to apply for the committee member position in preference 3.If you have questions about your nominee's member type please reach out to acrnominations@rheumatology.org.

Close Message

21. If your submission is successful, you will receive the message below. To view your submissions, click on “See My Submissions” or click on “My Applications / Nominations”. You may view, edit, or withdraw a submission any time before nominations close on June 1.
22. Your nominee will receive an automatic email upon submission of your nomination. The email will contain a link and instructions for answering applicant questions. All questions are required of all applicants. The answers may be typed directly into the system or written in another location (e.g. – Word) and copy and pasted into the answer boxes.

ACR/Foundation application questions:

- a. What abilities and attributes will you bring to the board and/or committee(s) you selected?
- b. Please explain what interests you about serving on the board and/or committee(s) you selected.

- c. If you have volunteered for the ACR, Foundation, or ARP please list the contributions you made for the committee.
- d. Please describe any other relevant experience that you believe would be beneficial to volunteer with the College.
- e. Please list any restrictions on your availability on nights and/or weekends to complete volunteer work.
- f. Do you feel there is any other information that the Nominations Committee needs to know concerning your nomination?
- g. Are you a current RISE user?

ARP application questions:

- a. What abilities and attributes will you bring to the board and/or committee(s) you selected?
- b. Please explain what interests you about serving on the board and/or committee(s) you selected.
- c. If you have volunteered for the ACR, Foundation, or ARP please list the contributions you made for the committee.
- d. Please describe any other relevant experience that you believe would be beneficial to volunteer with the ARP. This could include but not limited to leadership positions in community practices and/or academic medical centers, volunteering with other specialty societies, state, and local medical societies. Other volunteer experience may also include activities with cultural, religious, art, or political groups.
- e. Do you feel there is any other information that the Nominations Committee needs to know concerning your nomination?