

**2024 Nominee Application Checklist**

**DEADLINE: All related application materials (see checklist) must be submitted via email to Lisa Holman, Nominating Committee Staff Liaison, at** **elections@entnet.org** **NOT LATER THAN 11:59 PM (ET) Monday, December 11, 2023.**

**2024 AAO-HNS ELECTION NOMINEE APPLICATION PACKAGE COMPLETION CHECKLIST:**

 **(Checklist MUST be included with your 2024 Application Package)**

**\_\_\_** A current member of the Academy in good standing and have held membership the last 3 consecutive years?

**\_\_\_\_** Have paid dues for the upcoming calendar year (**2024**)? **PLEASE NOTE**: **Dues MUST be received not later than December 31, 2023.**

**\_\_\_ Have completed and signed 2024 AAO-HNS Election Letter of Intent?**

**\_\_\_\_** Have completed and signed **2024 Nominee Application**?

**\_\_\_\_** **FOR President-Elect and Director at-Large nominees ONLY**. Have checked **yes** to willing to agree to background checks?

\_\_\_\_Have completed, signed, included **2024 Confidential Questionnaire**?

\_\_\_\_Have included one-page **2024** **Personal Statement** in **required format**?

**\_\_\_\_** Have included **2024** **Truncate CV** in **required format**?

**\_\_\_\_** Have read the **2024 AAO-HNS Election Campaign Guidelines;** and have **signed document agreeing to follow the election campaign guideline** ?

**\_\_\_\_** Have read the **AAO-HNS/F Financial and Intellectual Relationship Conflict of Interest Resolution Policy** and completed online disclosure form (URL:<https://www.entnet.org/disclosure>)? **PLEASE NOTE**: **Report MUST indicate a date of July 31, 2023, or later.**

**\_\_\_\_** Have included a color headshot photo? **PLEASE NOTE**: **If selected, photo will be required for use in ballot, website, and the Bulletin.**

If all above have been checked, you have completed your application package and can submit to a **Lisa Holman, Nominating Committee Staff Liaison, at** **elections@entnet.org**. Thank you for your participation!