

**ACEND® Board of Directors
2017-2018**

February 16, 2018

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Long Wang, MD, PhD, RDN, FAND
Department of Family and Consumer Sciences
California State University, Long Beach
1250 Bellflower Blvd
Long Beach, CA 90840-0501

Dear Dr. Wang:

I am pleased to inform you that you have been elected to serve on the board of the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) of the Academy of Nutrition and Dietetics as our **Didactic Program in Dietetics** program representative-elect. This position is for the period from June 1, 2018 through May 31, 2019, after which time you will become a program representative until May 31, 2022. We will send you information about the responsibilities of your position along with information to acquaint you with the accreditation process and the board's procedures. A senior board member will also be assigned as your mentor.

The ACEND board is presently scheduled to meet in-person twice each year, with 10-12 monthly conference calls during the rest of the year. Your first meeting of the 2016-2017 year is scheduled for **July 25-27, 2018 in Chicago**. Information regarding the meeting, including information on making travel arrangements, the meeting agenda and meeting materials, will be sent to you prior to the event.

The **ACEND Program Reviewer Workshop** will be held **June 19-20, 2018**, in Chicago, IL; you are also required to attend this event.

Please reserve the dates listed above to attend the ACEND Board Meeting and Program Reviewer Workshop. We will reimburse your travel, daily expenses and lodging for the board meeting and workshop. Note that receipts for all expenses incurred must be submitted for reimbursement.

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Your second face-to-face ACEND board meeting for the year will be in **winter 2019** in **Chicago**. You will be notified once the actual date is determined.

Please fill out the following SurveyMonkey questionnaire to confirm whether you accept the responsibilities described in this letter and whether you will attend the ACEND Program Reviewer Workshop:

<https://www.surveymonkey.com/r/YYL857T>. Responses are due no later than Friday, **February 23, 2017**.

The ACEND staff is available to answer any questions you may have about your responsibilities, travel or meeting materials.

Thank you for accepting this position. We look forward to working with you.

Sincerely,



Christine A. Hartney, MS, RDN, LDN, CNSC, Vice-Chair,
Accreditation Council for Education in Nutrition and Dietetics

CH/jj

cc: Wanda Eastman, PhD, RDN, LD, Chair, ACEND
Jamie Erskine, PhD, RD, Chair, Nominating Committee
Mary B. Gregoire, PhD, RD, Executive Director, ACEND