

## LISD Liaison Position

The goal of this position is to develop a relationship between VAL, the art teachers and students within the school district. This is done primarily through the support we provide for the High School Art Awards Presentation. The high school art show is held in February of each year and the Awards Presentation is coordinated between the high schools and the VAL liaison. The liaison responsibilities are as follows:

- Contact Missey Head, Fine Arts Coordinator for the LISD district. Her office number is 972-350-4784. Call and introduce yourself as VAL's new liaison. Find out the dates and times for the Arts Advocacy meetings in December and January. Attend those two meetings to be informed of the High School Show in the MCL Gallery and to determine when the awards presentation will take place.
- Create and print award certificates for student winners. The VAL Production Specialist can assist with this. The list of winners is provided by LISD. Purchase document folders and award seals for each certificate. These can be found at an office supply store.
- Contact the MCL Grand office (Aaron Kays) to have a table set up in the gallery for the awards presentation.
- Advertise the awards presentation by sending an e-mail blast to VAL members.
- Liaison should attend the awards presentation and help present if needed. VAL board members should be in attendance and perform the presenting of the awards. Secure their attendance in advance.
- Contact the VAL treasurer for the monetary awards given to the winners. The winners are grouped in categories with higher amounts going to top winners in each group. This step is very important, so contact the treasurer in advance to make arrangements for the checks to be cut and delivered to you.
- Contact treasurer for reimbursement for paper, folders/seals, etc.

There is no reception for this show, so no food or beverages are needed.

The former liaison is also available to give additional information and support.

VAL Production Specialist 2019-2020 is Mary Carradine 972-395-3927.

Past LISD Liaison is Kathy Maybury 972-978-3068.