

Our New Community Engagement Model

CMC Café is comprised of focus groups. Each is chaired by a member of the College Leadership Team. Expressions of interest are called for parent members of each group each year. One representative of each group is nominated to attend a CMC Café meeting each term as designated on the College calendar. The Secretariat Focus group, including the Deputy Principal, forms the hub of the Café. Focus groups meet at other times according to need. Focus groups are responsible for enlisting other parents to be involved in the organisation of celebrations, events and similar at various times throughout the year.



NOMINATIONS OPEN CMC Café Focus Groups

All parents/carers of Years 7-12 are welcome to consider nomination for our CMC Café Focus groups. Membership is for one year.

CMC Café Termly Meetings 2022-2023

Term 2, 2022 Thursday 26 May 6.00pm - 7.30pm	Term 3, 2022 Thursday 18 August 6.00pm - 7.30pm	Term 4, 2022 Thursday 10 November 6.00pm - 7.30pm	Term 1, 2023 TBA 6.00pm - 7.30pm
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Focus groups will meet at other times on demand as required.

See over page for an outline of the brief for each focus group.

Do you have the skills, time and availability to make your contribution as a member of a CMC Café Focus Group for the next 12 months?

Nominate at the following link. Nominations due **22 April, 2022**.

<https://forms.office.com/r/mxquBkMffh>

**Year 12 parents/carers are welcome to nominate. Your role concludes at the end of 2022.*



Secretariat

- 2-3 parents + Deputy Principal
- Maintain electronic records incl. minutes, correspondence, focus group reports.
- Liaison with all other focus groups.
- Maintain calendar of events, gatherings and similar
- All members attend termly meetings.

Identity, Learning and Wellbeing

- 2-3 parents + APRE/AP Wellbeing/AP Learning & Teaching.
- Gather resources to support parenting.
- Incorporate social justice/faith focus for all CMC Café events and similar.
- Suggest/facilitate forums, presentations, speakers and similar to support parenting.
- All members attend first termly meeting.
- 1 parent rep to attend subsequent termly CMC Café meetings and provide report.

Info & Communications

- 2-3 parents + Executive Assistant to Principal/Deputy principal.
- Main communicator within/beyond CMC Café.
- Liaison with Principal/Deputy Principal and CMC Communications & Events Officer
- Prepares communication re CMC Café to the wider college community – words and images. This may include but is not limited to what CMC Café is planning, funding, participating in, calling for volunteers, advertising social gatherings, reporting donations from Club Southside, gathering feedback and more.
- Methods of communication include college newsletter, email, social media, BCE Connect app, parent portal and school website.
- All members attend first termly meeting.
- 1 parent rep to attend subsequent termly CMC Café meetings and provide report.

Event & Celebrations

- 3-4 parents + Events Officer/Assistant Principal
- Plans and creates events to build community.
- Possible opportunities include: welcome events, Mothers' Day, Father's Day, thankyou/congratulatory celebrations and more
- Organise volunteers to assist at events.
- All members attend first termly meeting.
- 1 parent rep to attend subsequent termly CMC Café meetings and provide report

Finance incl. Club Southside

- 1 parent + College Business Manager
- Club Southside representative
- Provides termly update re income and expenditure from College records
- Oversees decision-making and implementation of spending.
- Investigates grants and sponsorship opportunities.
- All members attend first termly meeting.
- Attend all termly CMC Café meetings and provide report.

Risk and Safety

- 1 parent + College WHS Officer
- Assists college to prepare and maintain CMC Café volunteer register, health and safety inductions for events/similar, risk assessments and similar.
- Attend all termly CMC Café meetings and provide report.

