
MHFI Director of Operations: Summary of Work Undertaken in April 2016

Tasks included ...

- Creating a Men's Health Week (MHW) 2016 'Toolbox for Action' briefing paper, uploading this to the MHW website, and circulating it via the 'E-Male Matters' newsletter.
- Developing a new graphically-driven format for the 'What Can I Do To Mark Men's Health Week?' ideas paper, and making this available online.
- Working with Carrie Davenport to finalise the design and content of the MHW posters and postcards.
- Researching quotes for printing the MHW posters and postcards.
- Negotiating with Aspect Media to secure a reduced price for printing MHW promotional materials.
- Submitting MHW artwork to Aspect Media, and liaising with them during the print process.
- Collecting the MHW posters and postcards from the printer.
- Creating a range of banners / badges for MHW 2016.
- Proofing, editing and finalising the content of the 'Challenges and Choices' Man Manual, and signing this off with Haynes publishing.
- Liaising with the Irish Pharmacy Union about the production / delivery of their 'Challenges and Choices' Man Manuals, and invoicing them on behalf of MHFI.
- Updating the MHW 2016 all-island Planning Group on developments.
- Maintaining contact with the FAI and IFA in order to keep them aware of MHW progress.
- Reinstating all MHW graphics (banners, logos, posters etc.) on the MHFI website.
- Updating the MHW online event registration form / snail mail forms for 2016.
- Contributing to the creation of a MHW article for the Irish Pharmacy Union's magazine.
- Updating media outlets on the countdown to MHW 2016.
- Coordinating the work of inter-agency groups looking at thematic days for MHW.
- Participating in a teleconference to discuss the 'Men Overcoming Cancer' thematic day for MHW 2016 (Monday 25th April).
- Delivering the bulk order of MHW posters to the Irish Pharmacy Union's distribution centre in Dun Laoghaire (Thursday 28th April).
- Reviewing and commenting on two drafts of the evaluation report on the 'Connecting with Young Men' workshops.
- Making all practical arrangements for the Engaging Young Men Project Advisory Group meeting in May.
- Drafting a supporting letter on behalf of MHFI for the proposal for a National Traveller Heritage Officer post.
- Participating in an MHFI brainstorming meeting to explore the content and format of a new 'Engaging Men' training video (Thursday 28th April).
- Representing MHFI at a meeting of the Southern Area Men's Health Group (Thursday 7th April).
- Contributing to the development of a pre-election 'MANifesto' for Northern Irish political parties - outlining key men's issues and needs.
- Researching web hosting packages for the new MHFI website (currently under construction) and purchasing an annual package from TSOHOST.
- Researching options for the future distribution of the 'E-Male Matters' newsletter (e.g. MailChimp, MailMan, Get Response, Constant Contact, AWeber etc.).
- Exploring alternative mechanisms for hosting the materials in the MHFI website's secure login area.
- Meeting with Roger O'Sullivan (IPH) to discuss his involvement in the MHFI Management Committee (Monday 4th April), and creating a new Yahoo Email Group account and secure login website account for him.
- Updating MHFI's list of TDs following the election in the Republic of Ireland.
- Conducting a full backup of the MHFI Hostgator website.
- Researching / producing / disseminating the April 2016 edition of the 'E-Male Matters' newsletter.
- Submitting regular content to the MHFI Facebook and Twitter pages.
- Updating the MHFI website News pages; adding links to the Resources pages; making new reports available online; uploading content to the Secure Committee Login Area of the MHFI website.
- Undertaking ongoing miscellaneous tasks, including: responding to requests from external groups / individuals; maintenance of the MHFI Yahoo Email Group; actioning issues raised by the MHFI Board of Trustees; expanding and updating MHFI's electronic mailing lists ...