
MHFI Director of Operations: Summary of Work Undertaken in December 2014

Tasks included ...

- Making all practical arrangements for the MHFI Annual General Meeting and Management Committee meeting on Wednesday 3rd December.
- Participating in the MHFI Management Committee meeting, and presenting an overview of MHFI's work during 2014 at the AGM.
- Amending the list of Management Committee members on the MHFI website, and creating / suspending their Login accounts.
- Developing a new electronic template for MHFI's letterhead paper.
- Updating and circulating the MHFI Management Committee Daytime Contacts List.
- Designing and creating an MHFI electronic Christmas card, and sending this to everyone on MHFI's mailing list.
- Finalising the Press Release for the launch of the Engaging Young Men Project (EYMP) Mapping Exercise Report.
- Liaising with the National Office for Suicide Prevention and the HSE Press Office regarding the EYMP Report launch
- Issuing a Press Release about the EYMP Report to all media outlets in Ireland (2nd December).
- Participating in media interviews in relation to the launch of the EYMP report (3rd December).
- Making the EYMP Report available for free online downloading, and widely promoting its availability via social media.
- Creating a new webpage / menu item for Men's Health Week (MHW) 2015.
- Drafting a constitution for Belfast Men's Health Group, and assisting with the preparation of their funding application for a MHW 2015 event.
- Making all practical arrangements for the second meeting of the all-island MHW Planning Group for 2015 (to be held in Dundalk in January 2015).
- Formatting MHFI's response to the JCVI decision on HPV vaccinations for boys on the Forum's letterhead paper - ready for submission.
- Assisting Northern Irish Engage Trainers to recruit for and roll-out sessions.
- Supporting the development and submission of a funding application to 'Awards for All' for the work of Dads Direct.
- Raising awareness of the consultation on parental responsibility for unmarried fathers and contact with their children post-separation in Northern Ireland.
- Participating in a teleconference with Richard Brophy (Paddy Power) and Martin Tod (Men's Health Forum England and Wales) to discuss a joint men's health campaign (1st December).
- Setting-up a Yahoo Email Group for the Men's Health West network.
- Advising staff from the South Eastern Health and Social Care Trust about how to set-up a men's health network for their catchment area (17th December).
- Helping Cruse Bereavement Care to explore possibilities for engaging men in their work (16th December).
- Contributing to the Planning Group for the 'Improving Children's Lives' seminar on the importance of fathers (16th December).
- Meeting with TAMHI (Tackling Awareness of Mental Health Issues) to discuss the development of a new men's mental health programme with sports clubs in Northern Ireland (16th December).
- Researching / producing / disseminating the December 2014 edition of 'E-Male Matters'.
- 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 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 ...