
MHFI Director of Operations: Summary of Work Undertaken in February 2013

Tasks included ...

- Promoting the availability of the reports on the Young Men and Suicide Project (YMSP) via social media and community e-zines / websites.
- Responding to requests for copies of the YMSP reports.
- Re-drafting the follow-up letters to the two Health Ministers about the YMSP.
- Taking minutes of the first all-Ireland Men's Health Week (MHW) 2013 Planning Group meeting.
- Arranging follow-up meetings / phone calls with everyone who sent apologies for the MHW 2013 Planning Group meeting.
- Contacting Dublin Institute of Technology's 'Students Learning with Communities' initiative to request graphic design support for MHW 2013.
- Meeting with staff in Belfast Health and Social Care Trust to discuss the concept for a MHW 2013 poster (Friday 8th February), and ongoing liaison with the Trust to develop poster options.
- Creating new pages / sub-menu options for MHW 2013 on the MHFI website.
- Finalising Man Matters financial support for the costs associated with producing and printing a MHW 2013 mini-manual for men titled 'Challenges and Choices'.
- Participating in a teleconference with the MHFI Planning Sub-Group for MHW 2013 to discuss options for the MHW mini-manual (Monday 4th February).
- Liaising with Ian Banks and Haynes Publishing to agree a budget for producing and printing the mini-manuals, and to sort out copyright issues.
- Making all practical arrangements for, and contributing to, the meeting of the MHFI Planning Sub-Group for MHW 2013 (Wednesday 20th February in Dublin).
- Identifying and circulating the amendments required to 'Irishise' the MHW 2013 mini-manual.
- Beginning to write a funding application to the HSE for MHW 2014.
- Assisting the Man Matters project to plan an 'Images of Men' group work resource pack.
- Submitting an MHFI claim to the Man Matters project.
- Meeting Paula, Finian and Mark in Dublin (Wednesday 13th February) to discuss the hand-over of the MHFI Company Secretary and Treasurer roles.
- Changing the details of the MHFI Office Bearers on the website.
- Making all practical arrangements for, and contributing to, the MHFI Management Committee Meeting on Wednesday 20th February in Dublin.
- Designing and creating a template for potential project ideas for MHFI in the future.
- Finalising the Service Agreement with the Carmichael Centre for Voluntary Groups for an MHFI registered office.
- Creating new MHFI electronic stationery, with the Carmichael House address included.
- Setting-up a Secure Login Account for the MHFI Auditor, Brendan Mullally.
- Contributing to a meeting of the Belfast Men's Health Group looking at developing a men's health questionnaire (Tuesday 5th February).
- Arranging for a replacement of the faulty branded memory sticks for the National Men's Health Training (NMHT) programme.
- Liaising with 'Slick Fish' to finalise the Cover, Spine, Back and Unit Divider concepts for the NMHT Resource Pack.
- Proofing, editing and formatting the content of the NMHT Resource Pack.
- Liaising with Peter Baker about the proposal for a Northern Ireland seminar on HPV vaccinations for boys, and linking local stakeholders into this planning process.
- Maintaining contact with the Irish Football Association in relation to their young men and mental health initiative in schools.
- Delivering a one day workshop on 'Working with Fathers' for ArKe Sure Start in Armagh (Monday 25th February).
- Researching / producing / disseminating the March 2013 edition of 'E-Male Matters'.
- Submitting weekly 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 ...