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## **MHFI Director of Operations: Summary of Work Undertaken in February 2018**

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Tasks included ...

- Arranging a performance of 'Hope from Hopelessness' at the Men's Health Symposium.
- Consulting with Adam from IPH re. options for recording the Symposium (video and audio).
- Drafting briefing papers for the Symposium organisers, key speakers and 5-in-5 presenters.
- Coordinating registration for the Symposium and the selection of abstracts for presentation.
- Creating an Excel spreadsheet for Symposium attendees.
- Fielding all queries about the Symposium from attendees, speakers, planning group partners and contractors.
- Liaising with the HSE Facilities Management Team and catering company re. Symposium requirements.
- Writing a Foreword for the 'Middle-Aged Men and Suicide in Ireland' Report, and securing approval of it from the National Office for Suicide Prevention (NOSP).
- Proofing and making final edits to the Report.
- Contacting Liam O'Neill (ex-GAA President) to request his input to the launch of the Report.
- Researching quotes for the design and printing of the Main Report and the Executive Summary.
- Coordinating the selection / rejection process for the Report designer and printer.
- Preparing a Print Project Specification document for the selected design / print company.
- Liaising with the Advisory Group and designer (including two meetings) to agree a concept for the report and the selection of images.
- Proofing and finalising the NOSP funding agreement for Year 2 of the Middle-Aged Men and Mental Health Project.
- Convening, making all practical arrangements for, and contributing to the second meeting of the all-island Men's Health Week (MHW) 2018 Planning Group (27<sup>th</sup> February).
- Coordinating two rounds of voting with Planning Group members on possible themes for MHW.
- Negotiating a price to update / re-print the Irish 'Challenges and Choices' Man Manual for 2018.
- Editing and updating the Man Manual for 2018.
- Promoting the Belfast Men's Health Group's Photographic Competition for MHW 2018.
- Participating in an Engage Development Team teleconference (7<sup>th</sup> February).
- Reviewing and offering feedback on the new Engage training videos for use with Traveller men.
- Submitting an annual organisational update proforma to Carmichael House on behalf of MHFI.
- Finalising the record of daytime contact details for all MHFI Management Committee members - as required by Company legislation.
- Securing Republic of Ireland participants for the launch of the new Cancer Caregivers website.
- Contributing to a meeting of the Southern Area Men's Health (SAMH) Group to plan for 'The Main Man (and Woman)' event in March.
- Submitting content, images and design ideas for the new SAMH pop-up banners and 'Main Man' event flyer.
- Representing MHFI at a meeting of the 'Hope from Hopelessness' conference planning group (28<sup>th</sup> February).
- Creating 2018 sub-menus on the MHFI website.
- Updating and overhauling the 'E-Male Matters' mailing list.
- Researching / producing / disseminating the February 2018 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 ...