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## **MHFI Director of Operations: Summary of Work Undertaken in January 2017**

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Tasks included ...

- Making all practical arrangements for the MHFI AGM and Management Committee meeting held on Wednesday 25<sup>th</sup> January 2017.
- Preparing a detailed report on MHFI's work undertaken during 2016 and delivering it to the AGM.
- Minuting proceedings at the AGM.
- Liaising with Carmichael House about setting-up a payroll for MHFI.
- Assisting with the practical arrangements for the second meeting of the Healthy Ireland - Men (HI-M) Advisory Group and contributing to this meeting (12<sup>th</sup> January 2017).
- Identifying and contacting participants for the first Men's Health Week (MHW) all-island Planning Group meeting for 2017.
- Making all practical arrangements for the MHW Planning Group meeting (30<sup>th</sup> January 2017), co-chairing the meeting, and minuting proceedings.
- Preparing and submitting a funding application to the Public Health Agency to underwrite the cost of MHW resources (posters, postcards and manuals) for Northern Ireland.
- Making all practical arrangements for the MHW meeting with Minister Corcoran Kennedy (18<sup>th</sup> January 2017) - including preparing a briefing pack for the Minister and her team.
- Securing permission from the author to update and re-print the 'Challenges and Choices' Man Manual for MHW 2017.
- Negotiating a price with Haynes to update and re-print 'Challenges and Choices'.
- Conducting a 'first fix' update of the Man Manual.
- Reviewing and finalising the 'Through the Eyes of Men' videos - including ensuring that the changes suggested by contributors were made.
- Researching options for storage, access and dissemination of the 'Through the Eyes of Men' videos.
- Supporting the recruitment of Focus Group participants for the Middle-Aged Men and Mental Health Project.
- Meeting with Gerry Raleigh (NOSP) to discuss funding for Years 2 and 3 of the Middle-Aged Men Project (25<sup>th</sup> January 2017).
- Creating a new Engage training flyer for CIE.
- Meeting with Catherine Gorman in Dublin Institute of Technology (DIT) to discuss the new PhD studentship examining 'Active Leisure and Sport Participation in an Ageing Rural Ireland' (12<sup>th</sup> January 2017).
- Contributing to an article for the HSE's 'Health Matters' magazine on MHFI receiving the DIT President's Community Fellowship Award.
- Creating new 2017 menu items / pages on the MHFI website.
- Meeting with Cancer Focus NI to advise on recruitment strategies for their 'ManPowered' programme for men with prostate cancer (13<sup>th</sup> January 2017).
- Representing MHFI at a meeting of the Southern Area Men's Health Group to plan the annual men's health seminar for 2017 (16<sup>th</sup> January 2017).
- Signposting the Students Union in University College Dublin to men's health resources and support services.
- 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 ...