
MHFI Director of Operations: Summary of Work Undertaken in January 2018

Tasks included ...

- Making all practical arrangements for the Healthy Ireland - Men (HI-M) Advisory Group meeting and contributing to the discussions (24th January).
- Convening, making all practical arrangements for, contributing to, and taking minutes of two meetings (10th January and 24th January) of the Men's Health Symposium 2018 Planning Group.
- Creating an Invitation Flyer, Application Form and Call for Abstracts Flyer for the Symposium, and disseminating these documents via the MHFI mailing list.
- Coordinating registration for the Symposium, including setting-up a dedicated email address.
- Exploring options for recording the Symposium (video and audio).
- Researching quotes for the design / printing of the 'Middle-Aged Men and Suicide in Ireland' report.
- Making all practical arrangements for the first meeting of the all-island Men's Health Week (MHW) 2018 Planning Group held in Dundalk (10th January), and minuting the proceedings.
- Securing the support of Haynes Publishing to update and re-print the Irish 'Challenges and Choices' Man Manual for MHW 2018.
- Representing MHFI at a meeting of the South Eastern Health and Social Care Trust's (SEHSCT) Men's Health Network to plan for MHW 2018 (15th January).
- Contributing to a meeting of Belfast Men's Health Group (22nd January) to plan for MHW 2018, and helping to create an invitation / requirements specification for their MHW photographic competition.
- Representing MHFI at a 'Sheds for Life' Steering Group meeting and forward planning day (25th January).
- Participating in an 'Engage' Development Team meeting (11th January) to finalise arrangements for the first residential in the 2018 Training for Trainers programme.
- Promoting the WHO-Europe Men's Health Strategy Symposium being held in Dublin in March 2018.
- Contributing to a meeting of the Cancer Caregivers Steering Group (23rd January).
- Helping to finalise the content of the Healthy Ireland - Men (HI-M) 2018 Business Plan.
- Participating in a meeting of the 'Hope from Hopelessness' (men and mental health) Conference Planning Group (3rd January).
- Researching a series of 'Top Fives' in relation to men's mental health to produce as handouts for the 'Hope from Hopelessness' Conference.
- Promoting and recruiting participants for the 'Hope from Hopelessness' Conference.
- Contributing to the Southern Area Men's Health Group Seminar Planning Committee (31st January).
- Establishing an MHFI 'Hootsuite' account to manage and maximise the impact of the Forum's social media outlets, and undertaking the Hootsuite Level 1 online tutorial.
- Meeting Peter Robinson to discuss the development of an MHFI social media strategy for 2018 (4th January).
- Setting-up an MHFI Management Committee secure login account for Paul O'Kane, creating an MHFI Yahoo Email Group account for him, and listing him as a Committee member on the MHFI website.
- Updating the record of daytime contact details for all MHFI Management Committee members.
- Collating information for MHFI's external auditors, and writing the Business Review section for their report.
- Assisting staff in the Northern Health and Social Care Trust (NHSCT) to plan training, events and resources for family support service providers who wish to target fathers / men who care for children.
- Contributing to the collation of statistics on men in Ireland to inform the RoI Department of Justice's briefing paper on men and gender equality.
- 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 ...