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

Tasks included ...

- Responding to requests for the creation of new formats / sizes of images for the MHW 2013 Image Pack, and making these available online.
- Updating the information on the MHW 2013 web portal.
- Maintaining the MHW 2013 'Events Taking Place in Ireland' publication, and adding new information as it became available.
- Communicating with members of the all-island MHW Planning Group, and providing regular progress reports.
- Issuing a MHW 2013 Press Release (7th June) and a Reminder Notice (10th June) to all media outlets.
- Promoting the joint National Carers' Week / MHW 2013 Press Release (13th June).
- Responding to media requests for interviews and quotes, and arranging MHFI spokespeople.
- Giving MHW interviews to a broad range of TV / radio stations and newspapers.
- Organising nationwide radio 'shout-outs' at the beginning of MHW.
- Submitting MHW items to local newsletters e.g. NICVA eNews, Health Bytes, Parenting NI ...
- Sending MHW-focused articles to the 'Letters to the Editor' section of every daily newspaper in Ireland.
- Distributing flyers for the Belfast City Hall MHW 2013 event in the main shopping districts of Belfast (3rd June).
- Contacting all Planning Group contributors to MHW 2013 to thank them for their input.
- Making all practical arrangements with the Facilities Management Team for the MHW event in Dr Steevens' Hospital, Dublin (13th June).
- Coordinating recruitment / registration of delegates for the Dublin event.
- Preparing pen pictures of keynote speakers and programme briefing notes for the conference Chairperson.
- Creating a registration sheet, sign-up sheets for workshops, a feedback form, signage ... for the Dublin event.
- Arranging the pre-conference dinner for key personnel involved in the Dublin event.
- Updating contributors and delegates on the final arrangements and programme details.
- Attending and providing practical support to the organisation of the Dublin conference.
- Contacting all contributors and delegates at the event in Dr Steevens' Hospital to thank them for their input.
- Making all practical arrangements for the MHFI Management Committee meeting (14th June, Dublin), and contributing to this gathering.
- Representing MHFI at a meeting of the greater-Belfast Men's Active Ageing Network (4th June).
- Participating in a teleconference to discuss the production of materials arising from the 'Men and Obesity' study (6th June).
- Resolving a misunderstanding about an invoice sent by Carmichael House.
- Contributing to a meeting of the Man Matters Sub-Group looking at the needs of separated fathers (17th June).
- Attending part of the 'Engage' Trainers' workshop in Dublin (14th June).
- Contacting the National Office for Suicide Prevention to discuss how MHFI can apply for funding to develop work which addresses Recommendation 10 of the Young Men and Suicide Project Report.
- Submitting regular content to the MHFI Facebook and Twitter pages - especially in the lead-up to and during MHW 2013.
- 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 ...