
MHFI Director of Operations: Summary of Work Undertaken in June 2017

Tasks included ...

- Packing and delivering Men's Health Week (MHW) promotional materials for Sangers AAH to send to all pharmacies in Northern Ireland.
- Coordinating requests for MHW resources and arranging for their delivery.
- Receiving, collating and publishing details of MHW events taking place in Ireland.
- Liaising with HSE Health Promotion and Improvement about media coverage for MHW 2017.
- Writing two MHW Press Releases (RoI and NI), working with the HSE and Department of Health to finalise the content of the RoI document, sending these materials to all media outlets in Ireland (8th June), and following-up media sources again on Monday 12th June.
- Fielding requests for media interviews before, during and after MHW, and securing a fluent Irish language speaker for specialist TV and radio stations.
- Finalising and publicising the list of social media messages / Posts / Tweets for MHW, and coordinating their release.
- Contributing to two MHW events in Belfast: Great Victoria Street Bus and Train Station (6th June) and St. George's Market (16th June).
- Updating MHW Planning Group members on current developments, and officially thanking them for their involvement after the week.
- Cutting Google Alerts for MHW 2017.
- Attending a MHW 2017 review meeting with Belfast Men's Health Week Action Group (29th June).
- Making all practical arrangements for the MHFI Management Committee meeting (26th June), providing updates on work undertaken and following-up agreements made.
- Updating the list of daytime contact details for members of the MHFI Management Committee - to meet the requirements of company and charitable status.
- Removing Maria Lohan's email address from MHFI's Yahoo Group, erasing her account for the secure login area of the website, and deleting her contact details from the public-facing side of the website.
- Submitting a Proxy Voting Form on behalf of MHFI for the Carmichael Centre for Voluntary Groups AGM.
- Contributing to an Engage Trainers' Review and Forward Planning Day (7th June).
- Preparing and submitting a 2016 Annual Report on the Middle-Aged Men and Mental Health Project to the National Office for Suicide Prevention.
- Making all practical arrangements for the Healthy Ireland - Men Advisory Group meeting (26th June), contributing to the discussion and actioning all agreements made.
- Drafting and submitting a letter of support for the Centre for Men's Health in Leeds Beckett University on behalf of the MHFI Management Committee.
- Supporting the development of a new 'Easy Read' Abdominal Aortic Aneurysm Screening Programme booklet for men with learning difficulties.
- Updating MHFI's mailing lists - including contacts for Northern Irish MPs.
- Participating in a meeting of the Cancer Caregivers Website Planning Team (23rd June).
- Contributing to a meeting of the Dads Direct Planning Group (27th June).
- Submitting an MHFI financial return to the University of Sterling re. the 'Game of Stones' research project.
- Researching / producing / disseminating a special edition of the 'E-Male Matters' newsletter to mark Men's Health Week.
- 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 ...