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

Tasks included ...

- Convening and making all practical arrangements for the second meeting of the all-island Men's Health Week (MHW) Planning Group in Dundalk. Chaired elements of the agenda, and followed-up all actions proposed.
- Preparing a one-page MHW 2017 handout for inclusion in delegate packs at training / conferences / workshops / seminars etc.
- Recruiting participants for the MHW poster photoshoot.
- Arranging the MHW poster photoshoot in Common Grounds Café, Belfast.
- Devising a consent form for participants in the MHW poster photographs.
- Working with Carrie Davenport to design poster concepts and field-testing three sets of drafts with MHW Planning Group members.
- Creating a QR code for the MHW 2017 poster and postcard.
- Liaising with Haynes about the production of the updated MHW Man Manual.
- Meeting Michael McKeown from Aspect Media to explore promotional materials for MHW, and researching prices nationwide.
- Updating all media mailing lists in preparation for MHW 2017.
- Contributing to a meeting of the Belfast Men's Health Week Action Group, and organising a venue, health checks and information materials for their 2017 event.
- Contributing to a meeting of the South Eastern Health Trust Men's Health Network and supporting them to develop a list of options for celebrating MHW locally.
- Meeting with Belfast Community Sports Development Network to plan events for MHW, as well as a future joint health and wellbeing initiative.
- Making all practical arrangements for the MHFI Management Committee meeting held on Wednesday 22nd March.
- Preparing and submitting a new MHFI Vendor Form to the HSE Finance Department.
- Assisting MHFI's auditors with preparation of the annual accounts.
- Preparing minutes of the Middle-Aged Men and Mental Health Project Advisory Group meeting held in late February.
- Following-up with the National Office for Suicide Prevention (NOSP) about funding for Years 2 and 3 of the Middle-Aged Men and Mental Health Project.
- Completing a detailed Organisational Alignment Form for NOSP.
- Updating all MLA contact details following the NI Assembly Election.
- Creating a workshop pro forma for using the 'Through the Eyes of Men' videos.
- Meeting staff from the Ashton Centre to help them to devise a 'Wellbeing for Work' programme for men.
- Attending a meeting of the Southern Area Men's Health Group to finalise arrangements for their Men's Health Seminar. Follow-up actions included the development of a programme outline, feedback form and press release.
- Contributing to the 'Men Who Care - Who Cares for Men?' seminar, and chairing half of the day.
- Researching / producing / disseminating the March 2017 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 ...