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

Tasks included ...

- Designing and creating a MHW 2013 'Events Taking Place in Ireland' publication and adding new information when it was submitted.
- Finalising the MHW 2013 Image Pack, and making this available online.
- Arranging for the printing of the MHW 2013 posters.
- Coordinating the distribution of MHW 2013 posters throughout Ireland.
- Making a range of electronic versions of the MHW poster available for free online downloading.
- Liaising with all members of the MHW Planning Group, and providing them with regular updates.
- Updating the MHFI media contact database.
- Issuing two Press Releases - 'Date for your Diary' (13th May) and 'Advance Notice' (27th May) - to give all media outlets some prior knowledge of MHW 2013, and to ask them to consider covering it.
- Responding to media requests for interviews and quotes, and arranging MHFI spokespeople.
- Writing cover letters for MHW Planning Group members' mailouts to their own contacts.
- Creating a 'MHW Poster Signature' for outgoing emails.
- Meeting Emmet Haughian to discuss GAA support for MHW (20th May).
- Recruiting participants for the NICVA 'Men's Health Networking Event' in MHW 2013.
- Contributing to a Belfast Men's Health Group (BMHG) meeting to plan a large-scale event for MHW 2013 (21st May), and writing a Press Release for this event.
- Helping to develop and pilot a MHW 2013 'Top Tips for Dealing with Stress' workshop for men (in partnership with BHSCT and BMHG).
- Setting-up a series of Google Alerts for key words / phrases relevant to MHW 2013 in Ireland.
- Changing the MHW Facebook page Profile Image to the MHW poster.
- Negotiating with the National Carers' Week Coordinating Group (Republic of Ireland) on practical ways to jointly celebrate MHW and Carers' Week - which fall in the same period.
- Continuously updating information on the MHW 2013 web page.
- Issuing a call for abstracts for poster presentations at the MHW event in Dr Steevens' Hospital, Dublin.
- Participating in a teleconference to plan the MHW event in Dr Steevens' Hospital, (8th May), and minuting the proceedings.
- Creating an event flyer and application form for the MHW event in Dublin.
- Coordinating recruitment / registration of delegates for the Dublin event.
- Writing briefing papers for poster presenters and workshop facilitators.
- Booking flights and accommodation, and making all practical arrangements for Kate Hunt.
- Liaising with catering and facilities management staff in Dr Steevens' Hospital.
- Visiting Dr Steevens' Hospital to plan the practicalities of the event (15th May), and writing a briefing paper for the Event Planning Committee.
- Updating delegates on arrangements and the programme.
- Supporting the 'Green Ribbon Campaign' via MHFI's website, newsletter and social networking sites.
- Drafting a paper for NOSP on practical ways that MHFI could be involved in implementing the recommendations outlined in the Young Men and Suicide Project Report.
- Advising Parenting NI on ways to engage more men in their programmes.
- Participating in a Skype video-conference (30th May) to discuss the review of the Gender Equality Strategy in Northern Ireland.
- Fixing the code corruption on the MHFI website's online form to register to receive 'E-Male Matters'.
- Liaising with Carmichael House to resolve an invoice problem.
- Updating the MHFI Management Committee Contacts List, circulating this, and making it available on the secure login area of the MHFI website.
- Contributing to a teleconference on the 'Men and Obesity Study' with staff from the University of Aberdeen and other MHFs, and following-up all actions arising from the discussion (23rd May).
- Researching / producing / disseminating the June 2013 'E-Male Matters'.
- 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 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 ...