
MHFI Director of Operations: Summary of Work Undertaken in September 2012

Tasks included ...

- Making all practical arrangements for the meeting of the Young Men and Suicide Project (YMSP) Advisory Group (Thursday 6th September), minuting this meeting, and following-up all actions arising.
- Securing the signing of the Colin Neighbourhood Partnership (CNP) contract for their follow-up project.
- Presenting the mini-library of resource materials on working with men to CNP.
- Testing the functionality of the 'Work Out' website prior to its official launch.
- Arranging payment for the design and development of the Work Out website.
- Adding content to the YMSP Final Report.
- Identifying design / print companies for the YMSP Final Report.
- Finalising the MHW 2012 report, and submitting it to the HSE.
- Making practical arrangements for / meeting with Joe Armstrong in Dublin to finalise his acknowledgement in relation to the Men's Health Train the Trainer video resources (Tuesday 4th September).
- Preparing for and delivering a workshop titled 'Men's Health: The Engagement Jigsaw' for health service providers in Newry (Friday 7th September).
- Participating in a planning meeting (Thursday 13th September) for the Jim Leishman seminar on 'How to Set-up a Nurse-Led Men's Health Clinic'. Also, recruited participants for this event.
- Making practical arrangements for the MHFI Management Committee meeting (Tuesday 18th September). Participated in this meeting, and followed-up all actions.
- Representing MHFI at the 'Dying 15 Years Early' conference on Traveller men's health (Wednesday 19th September).
- Submitting a Man Matters Claim Form for the period July - August 2012.
- Supporting the Equality Commission Northern Ireland to arrange a meeting with practitioners and activists in the men's work field.
- Arranging for a 'Planning for the Future' workshop for members of the Belfast Men's Health Community of Interest Group through Man Matters.
- Researching options for a new web server for the MHFI website, purchasing web space, overseeing the transfer of all files to 'HostGator', reinstating all MHFI email accounts, and testing all pages on the site.
- Following-up progress for a registered office for MHFI in Dublin. This also involved submitting an application form on behalf of MHFI - accompanied by MHFI's Memorandum and Articles of Association and company / charitable status details.
- Teleconferencing with Finian and Mark about the development of a new Excel spreadsheet for the MHFI accounts.
- Contacting Liam Cullen (GSK) to arrange his input to the MHFI Management Committee meeting in December 2012.
- Arranging for the renewal of the MHFI web domain registration.
- Researching / producing / disseminating the October 2012 edition of 'E-Male Matters'.
- Submitting weekly content to the MHFI Facebook and Twitter pages.
- Updating the MHFI website News pages; adding links to the Resources pages; making new research 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 E-Mail Group; actioning issues raised by the MHFI Board of Trustees; expanding, updating and rationalising all of MHFI's electronic mailing lists ...