



cfuw fcfdU

CFUW - FCFDU

Resources

CFUW Member's Drive

Resource Document

Realizing potential. For all women.
Le pouvoir par le savoir.



Table of Contents



Welcome to the CFUW Member's Drive Resource Document !
This digital resource is designed to help you effortlessly navigate through the various sections and tools available to CFUW members.

Whether you're looking for important documents, webinar/training recordings, or member benefits information, this guide will ensure you find what you need quickly and efficiently !

CFUW MEMBER'S DRIVE

ARCHIVES FOLDER

- *CFUW ADMIN ARCHIVES*
- *CFUW BOARD OF DIRECTORS MEETING MINUTES (2017-2022)*
- *GW1 E-BLAST ARCHIVE (2021-2022)*
- *MEMBERSHIP MATTERS NEWSLETTER ARCHIVES (2019-2022)*
- *PAST PRESIDENT BIOS*

BIENNIUM 2022-2024

- *COMMITTEES*
- *NATIONAL AGMS & CONFERENCES*
- *NATIONAL BOARD NEWSLETTER ARCHIVES*

BIENNIUM 2024-2026

- *CFUW BRANDING*
- *CFUW COMMITTEES*
- *CFUW ORGANIZATIONAL DOCUMENTS*
- *NATIONAL AGMS & CONFERENCES*
- *NATIONAL BOARD OF DIRECTORS*
- *RESOURCE HUB*

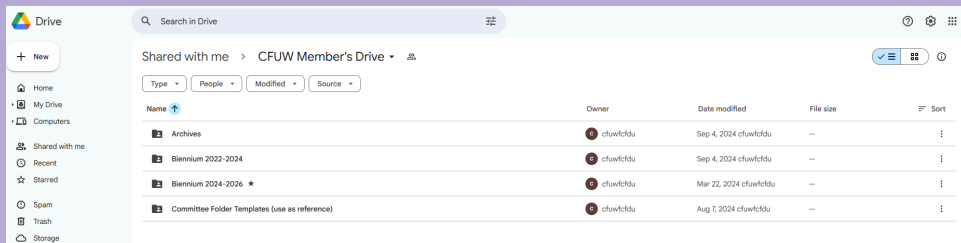
COMMITTEE FOLDER TEMPLATE

HOW TO DOWNLOAD FILES

HOW TO SAVE THE MEMBER'S DRIVE

How To Navigate In The Member's Drive

The Member's Drive is a resource hub for CFUW members. It hosts important, and educational documents in Google Drive folders !



The Member's Drive should be **accessible only to CFUW members**.

There are **two ways to access this Drive** :

- **Through this document**
- **Via the CFUW Member Database (Growth Zone platform):**

If you are a Club executive (president, vice-president, treasurer, membership chair, etc.) login to your member account and go to the Resources section ; you can now access the link and share it to your members. If you don't yet have access to the website, please email the Member Engagement Coordinator memberservices@cfuw-fcfdu.ca

- **Request the link directly:**

You can email either the Administrative Assistant (me!) or the Member Services Coordinator, and we'll be happy to send you the direct link to the Drive.

How to Use This Document

- The folders present in the Member's Drive are linked directly in this document. You can **click on the titles** to access the ones you need.
- To get an overview of what each folder contains, please consult the Drive Map linked here.
- The following pages will walk you through the contents of each main folder:

Archives, Biennium 2022-2024, Biennium 2024-2026, and the Committee Folder Template.

If you still experience trouble accessing or navigating the Drive after reading this document don't hesitate to contact :

- **The Admin Assistant** : adminassistant@cfuw-fcfdu.ca
- **The Member Services Coordinator** : memberservices@cfuw-fcfdu.ca

Notes :

- 1) Although the [Biennium 2022-2024 folder](#) appears first in the Member's Drive, this resource document presents the [Biennium 2024-2026 folder](#) information first. This is because it is the most frequently used by CFUW members and contains the most current and relevant materials.
- 2) You can only consult the Member's Drive [as a viewer](#). If you find any resources missing in the Drive please [contact any of the National Office Staff](#) for it to be added or sent to you.

Archives Folder

A. CFUW Admin Archives



[CFUW Action Plan Updates \(2013 - 2019\)](#)

PDF documents of the Actions Plan Updates



[CFUW Annual Reports \(2015 -2019\)](#)

PDF documents of the reports



[CFUW Financial Archives](#)

Finance Books Folder (2013 -2021) &
Finance Reports (2020 - 2022)



[CFUW Partnerships](#)

GWJ - Special Bulletin & Triennial
Report (2019)

B. CFUW Board of Director Meeting Minutes 2017 - 2022



[2017](#)



[2018](#)



[2019](#)



[2020](#)



[2021](#)



[2022](#)

C. CFUW GWJ E-Blast (2021-2022)



PDF versions of CFUW GWJ Policy
Sessions & Information Blasts

D. Membership Matters Newsletter Archives (2019 - 2022)



PDF versions of CFUW Membership
Matters Newsletters

E. Past President Bios



Word Document - [Past Presidents
Biographies \(1919-2016\)](#)

Biennium 2024-2026

A. CFUW Branding ★



Brochures, Signage, Etc.



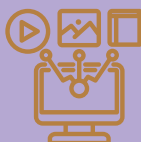
Membership Cards



Email Signature -
National and Clubs



Name Tag Template



Resources

- Branding Roll-Outs (PDF, PPT)
- Branding Demonstration
- Branding Info Sheet



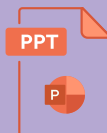
Certificate of Recognition Template
(PPT)



Newsletter Header/Masthead



Logo Graphics and Guidelines -
National and Clubs (ENG/FR)



PowerPoint Template - National



Stationary Templates - National
and Clubs



Zoom Background - National

B. CFUW Committees



Advocacy



Communications



Education



Expres. of Int.
Protocol



Finance



International
Relations



Membership



Regional
Directors



Resolutions



Study Group
- LTC/OPR



SavCan
HealthCare



Adopted
Resol. Book
Review



SubCttee:
CSW



Sub-Cttee:
Environment



Sub-Cttee:
GWI



Indigenous
Issues



SubCttee:
ISP



SubCttee: Status of Women and
Human Rights

C. CFUW ORGANIZATIONAL DOCUMENTS

[2024 - 2025 Budget](#)

[Admin Vol.1 & 2](#)

[Articles and Bylaws](#)

[Articles of Incorporation](#)

[Finance Policies](#)

D. National AGM & Conferences

[CFUW AGM & Conference 2024](#)

[CFUW AGM & Conference 2026](#)

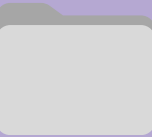
[CFUW AGM 2025](#)

E. National Board of Directors

[Board Motions 2024-2026](#)

[Meeting Minutes 2024-2026](#)

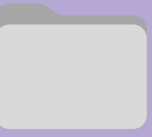
F. Resource Hub

[Advocacy Resources](#)

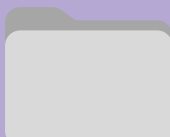
- Advocacy Handbook
- Advocacy Library
- Resolutions

[CFUW National Social Media](#)

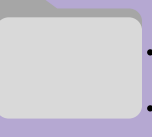
Social Media Posts (can be used as reference/for repost)

[CFUW National Webinar/Trainings](#)

Educational Resources (presentations, video recordings) of important webinars or training sessions

[Club Resources](#)

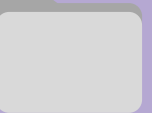
Helpful documents for clubs (zoom request form, how-tos, member benefits, etc.)

[Diversity Equity Inclusion](#)

- CFUW Diversity & Inclusion Policy and Toolkit
- Land Acknowledgment

[Membership Recruitment Resources](#)

- Contact Lists
- Resources
- Templates

[Newsletter Archives](#)

- 2024 Newsletter Archives
- 2025 Newsletter Archives

Biennium 2022-2024

A. Committees

-  [Advocacy](#)
-  [AGM Planning 2024](#)
-  [Communications](#)
-  [Education](#)
-  [Human Resources](#)
-  [International Relations](#)
-  [Membership](#)
-  [Nominations](#)
-  [Regional Directors](#)
-  [Resolutions](#)
-  [Sub-Committee: Adopted Resol.](#)
-  [Sub Cttee: Environment](#)
-  [Sub-Cttee: Indigenous](#)
-  [Sub Cttee: Status of Women and Human Rights](#)

B. National AGMs & Conferences

-  [CFUW Annual General Meeting & Convention 2022](#)
-  [CFUW Annual General Meeting & Convention 2023](#)

C. National Board

-  [2022-2024 Minute Book](#)
-  [CFUW 2022-2024 Motions Log](#)
-  [100th Anniversary English Final Version](#)

D. Newsletter Archives

-  [CFUW GWI E-Blast \(2022-2024\)](#)
-  [Club Action Newsletter Archive \(2022-2024\)](#)
-  [Miscellaneous](#)
-  [CFUW Panel Discussion](#)
[Get ready for your virtual screening.](#)
[Join CFUW's Mentoring Program](#)

Committee Folder Template (use as reference)

 1- Meetings	 cfuwfcfd	Jun 11, 2024	
 2- Projects	 cfuwfcfd	Jun 11, 2024	
 3- Resources	 cfuwfcfd	Jun 11, 2024	
 4- Newsletter Materials- Special Edi...	 cfuwfcfd	Jun 11, 2024	
 5- Admin- Committee Structure- Po...	 cfuwfcfd	Jun 11, 2024	
 6- Workshops- Pre-AGM Workshops	 cfuwfcfd	Jun 11, 2024	

Essential Resources You Might Have Missed

In the Biennium 2024-2026 Folder

CFUW Branding

Biennium 2024-2026 > CFUW Branding

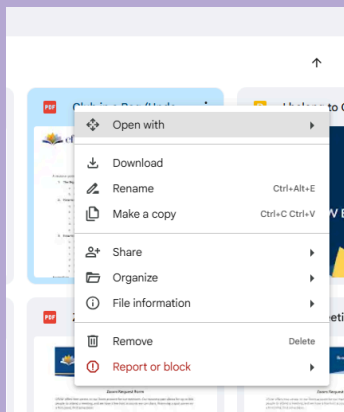
This folder contains all official CFUW Branding materials, including high resolution logos, banners, cards, name tags, letterheads, etc. If your club is planning an event, or wants to make an order on Vista Print : this is the folder to look for !

Resources Hub

Biennium 2024-2026 > Resources Hub

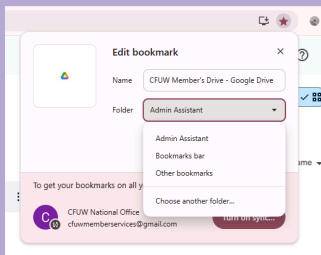
This folder is packed with practical & educational resources to support clubs and members. It hosts the Advocacy Resources folder, a powerful toolkit for any CFUW member interested in advocacy. You can also find the Club Resources folder full of practical guides, and how-to documents to support club operations !

How to Download Documents From the Member's Drive

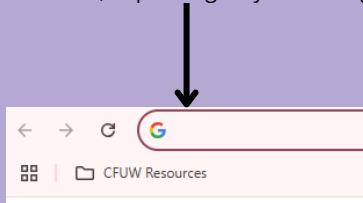
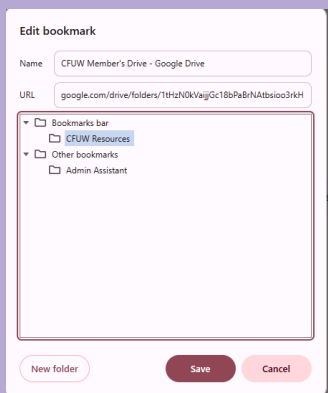


To download a document, **right-click on the file** you want. From the drop-down menu, **select "Download."** The file will then be saved to the **Downloads** section of your computer's file manager or "Files" app.

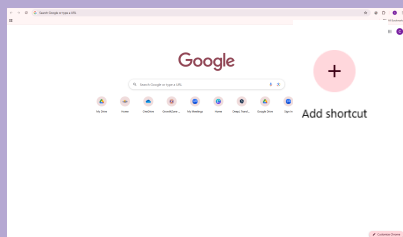
How To Save The Member's Drive On Your Computer



- Open the Member's Drive in Google Chrome.
- **Click the star icon** on the right side of the address/search bar.
- A window will appear—choose an existing folder to save the bookmark, you can choose the Bookmarks bar option, or click "Choose another folder" to create one (e.g., "CFUW Resources").
- If you click "Choose another folder", another window will appear where you can create a New folder. Click "Save" to save the bookmark.
- Your bookmark will appear below the search bar on the **Google Chrome homepage** or in your Bookmarks Bar, depending on your settings.

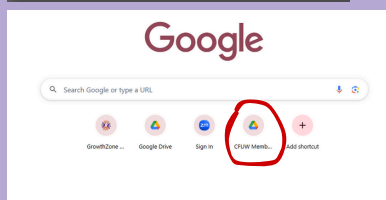
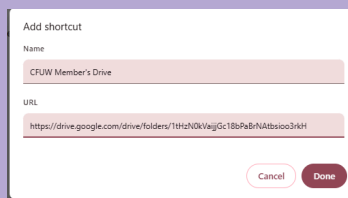


How To Save The Member's Drive On Your Computer (2)



How to Create a Shortcut to the Member's Drive from the Google Chrome Homepage:

- Open Google Chrome and go to the **homepage** (or click for a **New Tab page**).
- Click the **"+ Add Shortcut"** button below the search bar.
- A pop-up window will appear with space to enter the name of the shortcut and the URL:
- **Name:** Enter a title like "CFUW Member's Drive."
- **URL:** Paste the link to the Member's Drive.
- Click **"Done."** It will now appear on your Google Chrome homepage.



Thank you for exploring the CFUW Member's Drive!

We hope this overview helps you feel more confident navigating the tools and resources available to you.

The Drive is full of valuable information—and there's more than one way to find what you need. You can browse folders manually, use the search bar at the top of Google Drive to look up keywords or file names, or even filter by file type (like PDFs, Docs, or Slides).

If there's a document or resource you know you'll use often, you can easily download it to your computer for offline access, or you can save the page as a bookmark on your web browser !

Take advantage of these tools to stay organized, inspired, and ready to make the most of your CFUW experience!