

Introduction

This shared member's resource library is exclusive to RDN member Executive Directors. It is designed to give member organizations easy access to a selection of tools, templates, and guides to support their ED's work at the operational level.

How to use the library

Access to the library is linked to each member organization through the ED's email address. The Executive Director can download and share anything in the library with their staff and volunteers. **It is very important to download or save a new copy of the document being accessed** before beginning to modify it so that the original remains unchanged and available for others.

The main library folder is divided into five subfolders:

- Communications tools
- Funding guides
- Guides to Québec ministries
- Guides related to research and data
- General operations—templates and guides

The main library folder also contains an Excel file called *Master List of Tool_Updated_date it was last updated* where the content of the library and formats available are listed under three tabs:

- Templates
- Guides (includes all the guides in the library's subfolders)
- Communications Tools

Resources listed as workshops are not yet available through the library, recordings will be added over the summer (this document will be updated to reflect those additions). For the time-being members interested in having access to the workshops can request them and arrangements will be made directly with the organization for their facilitation.

Please contact the Manager of Regional Development with any questions about how to use anything found within the library or to request tools that are not available in the library so they can be researched and added, rachel@regdevnet.ca or 819-574-7025.

