

GROUP INVENTORY

Suggested uses: Allow about 15 minutes before or after a meeting for members to complete this group inventory. Provide each person with a pencil or pen and a copy of this form. Explain that a YES or NO answer means *most of the time*, and that if an answer is not known, it should be left unmarked. Collect everyone's completed forms and tally the results, comparing the YES and NO answers in each section. Report the results to the group at the next meeting, so that the group can decide which item(s) or section to address first.

Group # ____: Inventory taken on _____ (date)

I. "GROUP CONSCIENCE" AND BUSINESS MEETINGS

1. Do we give several weeks' notice to members prior to holding a business meeting? YES NO
2. Do we invite everyone present at the business meeting to take part in the discussion? YES NO
3. Does our group hold a Group Conscience session to resolve any issue that is affecting the group? YES NO
4. Does our group listen to everyone's opinion before making decisions by vote or consensus? YES NO
5. Do we encourage the *group* to make decisions on all group matters? YES NO

II. MEETING PREPARATION

1. Does our group hold meetings on a regular weekly basis? YES NO
2. Do we start and end our meetings on time? YES NO
3. Is our meeting room clearly marked, so that anyone can find us? YES NO
4. Do we have our meeting room open and set up at least fifteen minutes prior to our starting time? YES NO
5. Do we have an adequate amount of supplies, such as chairs and refreshments? YES NO
6. Do we display FA-approved literature only? YES NO
7. Do we have a plan for greeting newcomers and visitors, such as providing them with a *Welcome!* (#6002)* folder or a free piece of literature? YES NO

III. MEETING CONTENT

1. Do we follow a meeting format approved by the World Service Board (WSB)? (See *Suggested Meeting Format* [#5003]*†.) YES NO

2. Do we use a variety of FA literature (in addition to *Today A Better Way* [#1015]*) as topics for our meetings? YES NO
3. When we share during meetings, do we concentrate on our recovery, emphasizing the ways in which FA has helped us grow and change? YES NO
4. Do we take turns serving as meeting leader so that no one is allowed to dominate? YES NO
5. Do we encourage rotation of officers so that everyone has an opportunity to benefit by "giving back" to FA? YES NO
6. Do we add variety to our meetings by inviting speakers or leaders from other FA groups? YES NO
7. Do members volunteer ahead of time to lead meetings so they have time to prepare a topic using FA literature? YES NO
8. Do we have copies of *The FA Tools of Recovery* (#5001)* and *The Twelve Traditions in Action* (#5010)* available for purchase? YES NO
9. Do we schedule a Group Inventory at least once a year? YES NO
10. Do we rely on FA's Twelve Traditions and refer to *The Twelve Traditions in Action* (#5010)* to resolve group issues? YES NO
11. Do we refrain from crosstalk? YES NO
12. Do we use FA's Twelve Traditions as meeting topics to help us understand how they relate to the success of our group and the entire fellowship? YES NO
13. Do we encourage all of our group officers to observe FA's Twelve Traditions when carrying out their responsibilities? YES NO
14. Do we provide a copy of *Tips for Group Secretaries* (WSOF-14)† to our group secretary and encourage him or her to use it? YES NO

IV. MEETING THE NEEDS OF MEMBERS

1. Do we strike a balance in making our meetings meaningful to *all* members, regardless of their time in FA? YES NO
2. Do we take time to give newcomers attention and support beyond the confines of the meeting room? YES NO
3. Do we take care to give newcomers a chance to share during the meeting? YES NO
4. Do we encourage new members to lead meetings, without pressuring them to do so? YES NO
5. Do we encourage the exchange of telephone numbers for use (especially by newcomers) between meetings? YES NO
6. Do we take time to describe and encourage sponsorship? (See *FA and Sponsorship* [#1020]*.) YES NO

* Available through FA's literature catalog

† Available as a free download from FA's website

7. Do we make an effort to include *all* members in the group's discussions? YES NO
8. Do we follow FA's rule about protecting the anonymity of all our members—past and present? YES NO
9. Do we have a plan for keeping in touch with members who rarely, if ever, come to meetings? YES NO

V. OUTREACH

1. Do we understand the dual importance of donating to our group and to the fellowship through the World Service Office (WSO)? YES NO
2. Do our literature purchases include FA public information (PI) pieces? YES NO
3. If there are other groups located nearby, have we tried to form an intergroup? YES NO
4. If we are part of an intergroup, does a delegate from our group attend intergroup meetings and convey information between them and us? YES NO
5. If we are part of an intergroup, do we support it with our donations? YES NO
6. Do we know what methods are used by our group to attract families in our community who are dealing with a drug-abusing loved one? YES NO
7. Have we developed a PI plan for serving our community? YES NO
8. Do we use the WSB's PI Committee as a resource to help us with our PI planning? YES NO
9. Do we know how to contact the PI Committee? YES NO
10. Do we use the booklet *Spread the Word About FA* (#7007)* to guide us in reaching out to our community? YES NO
11. Is our current PI plan successful in developing an awareness of FA in our community? YES NO

* Available through FA's literature catalog
† Available as a free download from FA's website



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IF YOU WORK IT!**



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**FAMILIES
ANONYMOUS**