

## GROUP INVENTORY

**Suggested uses:** At least once a year, set aside about 15 minutes before or after your Families Anonymous™ (FA™) meeting for members to complete this group inventory. Provide each person with 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(s) to address first.

Group # \_\_\_\_\_ Inventory taken on \_\_\_\_\_ [date]

### I. “GROUP CONSCIENCE” & 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 whenever we need to resolve any issues that are affecting the group? YES NO
4. Do we rely on FA’s Twelve Traditions—and on guidance from *The Twelve Traditions in Action* (#5010)\*—when resolving group issues? YES NO
5. Does our group listen to everyone’s opinion before making decisions by vote or consensus? YES NO
6. Do we encourage the *group* to make decisions on all group matters? YES NO
7. Do we schedule a group inventory at least once a year to assess the health of our group? 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. For in-person meetings, is our meeting room clearly marked, so that anyone can readily find us? YES NO
4. Do we have our meeting room and/or our virtual platform open and ready at least 15 minutes prior to our starting time? YES NO
5. Do we take turns volunteering to set up and close down our meeting room? YES NO
6. Do we have adequate supplies (chairs, refreshments, literature)? YES NO
7. Do we display *only* FA-approved literature during our meetings? YES NO
8. Do we have a plan for greeting newcomers and visitors, such as providing them with a *Welcome!* (#6002)\* folder or a free piece of FA literature? YES NO
9. Do we have a plan for switching to virtual meetings if circumstances prevent us from holding in-person meetings? YES NO
10. Do we have a way of notifying members of a switch from in-person to virtual meetings? YES NO

## III. MEETING CONTENT

1. Do we encourage “rotation of leaders,” which helps prevent dominance by particular members (see “Four Destructive Forces” [#5003-3\*†]) and gives everyone an opportunity to benefit by “giving back” to the group and the fellowship? YES NO
2. Do members volunteer in advance to lead meetings, so they have sufficient time to prepare a topic using FA literature? YES NO
3. Do we follow a meeting format approved by the World Service Board (WSB)? (See the FA website for two versions of the “Suggested Meeting Format,” one for in-person meetings [#5003-1\*†], the other for virtual and combination meetings [#5003V-1†].) YES NO
4. Do we read all five of FA’s “Basic Readings” at each meeting? YES NO
5. When we share during meetings, do we concentrate on our own personal recovery, emphasizing the ways in which FA has helped us grow and change? YES NO
6. Do we refrain from crosstalk? YES NO
7. Do we observe anonymity during and between meetings? YES NO
8. Do we use a variety of FA literature (in addition to *Today A Better Way*™ [#1015]\*) as topics for our meetings? YES NO
9. Do we include 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
10. Do we have copies of *The FA Tools of Recovery* (#5001)\* and *The Twelve Traditions in Action* (#5010)\* available for use and purchase? YES NO
11. Do we provide the *Group Secretary’s Handbook* (WSOF-14)† to our group secretary and encourage its use? YES NO
12. Do we consider adding variety to our meetings by inviting speakers from other FA groups? YES NO
13. Do we encourage all our members to observe FA’s Twelve Traditions when carrying out their group responsibilities? YES NO

### IV. MEETING THE NEEDS OF MEMBERS

1. Do we strike a balance in making our meetings meaningful to *all* members, regardless of how long they have been in FA? YES NO
2. Do we take time to give newcomers attention and support beyond the confines of our in-person or virtual 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 (or perhaps share a meeting-lead with another member), without pressuring them to do so? YES NO
5. Do we provide a telephone list of current, active members 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
7. Does our telephone list indicate members willing to be sponsors? YES NO
8. Do we try to give *everyone* a chance to share during our discussions? YES NO
9. Do we follow FA's rule about protecting the anonymity of *all*  
our members—past as well as present? YES NO
10. 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 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. Do we download free PI pieces from the FA website and use  
them in our outreach efforts? YES NO
4. If other groups are located nearby, have we tried to form an  
intergroup with them? YES NO
5. If we are part of an intergroup, does a delegate from our group  
attend intergroup meetings and convey information between  
the intergroup and our group? YES NO
6. If we are part of an intergroup, do we support it with donations? YES NO
7. Do we know what methods are used by our group to attract  
families in our community who are dealing with a loved one  
suffering from a substance use disorder? YES NO
8. Have we developed a PI plan for serving our community? YES NO
9. Do we use the WSB's PI Committee as a resource to help us  
with our PI planning? YES NO
10. Do we know how to contact the PI Committee? YES NO
11. Do we use *Spread the Word About FA* (#7007)\* to guide us  
in reaching out to our community? YES NO
12. Do we distribute FA literature, such as *Are You at Your Wits'  
End?* (#7014)\*† and *FA and the Professional Community* (#7010)†,  
as part of our community outreach efforts? YES NO
13. 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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## FAMILIES ANONYMOUS



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