

GROUP INVENTORY

**FAMILIES
ANONYMOUS**



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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