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™ [#4105]*) 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**

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