

GROUP INVENTORY

This questionnaire is a valuable tool for assessing and maintaining the health of your Families Anonymous® group. Use it as an annual tune-up or as issues of concern arise. Announce the inventory in advance to invite maximum participation.

Provide each person with a copy of this questionnaire. If meeting in-person, hand out printed copies and allow about 15 minutes before or after the meeting for members to complete it. If meeting virtually, email the questionnaire to members, with instructions and a deadline for returning it. 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.

After the deadline for collection, 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 as priorities.

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 issue that is affecting the group? | YES | NO |
| 4. Do we listen to everyone's opinion before making any Group Conscience decisions by vote or consensus? | YES | NO |
| 5. Do we rely on FA's Twelve Traditions and refer to <i>The Twelve Traditions in Action</i> (#5010)* to resolve group issues? | YES | NO |
| 6. Do we encourage the <i>group</i> to make decisions on all group matters? | YES | NO |

II. MEETING PREPARATION

- | | | |
|---|-----|----|
| 1. Does our group meet on a regular, weekly basis? | YES | NO |
| 2. Do we start and end our meetings on time? | YES | NO |
| 3. Is our meeting room or virtual platform easy to find and access? | YES | NO |
| 4. Do we have our meeting room or virtual platform set up and ready to greet arrivals and start on time? | YES | NO |
| 5. Do we have adequate supplies (such as chairs for in-person meetings)? | YES | NO |
| 6. Do we display and share FA®-approved literature only? | YES | NO |
| 7. Do we have a plan for greeting newcomers and visitors, such as providing them with a <i>Welcome!</i> (#6002)* folder or a free piece of FA literature? | YES | NO |
| 8. Do we have a plan for switching to virtual meetings if circumstances prevent us from holding in-person meetings? | YES | NO |

- | | | |
|--|-----|----|
| 9. 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 follow a meeting format approved by the World Service Board (WSB)? (See the "Suggested Meeting Format" in #5003-1*† and #5003V-1†.) | YES | NO |
| 2. Do we take turns reading all five of FA's "Basic Readings" at each meeting? | YES | NO |
| 3. Do we use a variety of FA literature (in addition to <i>Today A Better Way</i> ™ [#1015]*) as topics for our meetings? | YES | NO |
| 4. 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 |
| 5. Do we consider adding variety to our meetings by occasionally inviting speakers from other FA groups and Twelve Step fellowships? | YES | NO |
| 6. Do we take turns serving as meeting leader so that no one is allowed to dominate? | YES | NO |
| 7. Do members volunteer in advance to lead meetings so that they have time to plan and prepare? | YES | NO |
| 8. Do we encourage rotation of officers so that everyone has an opportunity to benefit by "giving back" to FA? | YES | NO |
| 9. 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 |
| 10. Do we refrain from crosstalk during our meetings? | YES | NO |
| 11. Do we provide our group secretaries with the <i>Group Secretary's Handbook</i> (WSOF-14)† and encourage them to use it? | YES | NO |
| 12. Do we have copies of <i>The FA Tools of Recovery</i> (#5001)* and <i>The Twelve Traditions in Action</i> (#5010)* available for purchase and for our use during meetings? | YES | NO |
| 13. Do we encourage all our members to observe FA's Twelve Traditions both within and outside of our meetings? | YES | NO |
| 14. Do we schedule a group inventory at least once a year? | YES | NO |

IV. MEETING THE NEEDS OF MEMBERS

- | | | |
|--|-----|----|
| 1. Do we strike a balance in making our meetings meaningful to <i>all</i> members, regardless of their length of time 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 make an effort to include <i>all</i> members in our group's sharing and discussions? | YES | NO |
| 4. Do we take care to give newcomers a chance to share during the meeting, if they wish to do so? | YES | NO |

- | | | |
|---|-----|----|
| 5. Do we encourage new members to lead meetings, without pressuring them to do so? | YES | NO |
| 6. Do we encourage the exchange of telephone numbers for use (especially by newcomers) between meetings? | YES | NO |
| 7. Do we take time to describe and encourage sponsorship? (See <i>Families Anonymous and Sponsorship</i> [#1020]*.) | YES | NO |
| 8. Do we follow FA's rule about protecting the anonymity of <i>all</i> our members—past as well as 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 we know what methods are used by our group to attract families in our community who are dealing with a loved one who has a substance use disorder? | YES | NO |
| 3. Have we developed a public information (PI) plan for serving our community? | YES | NO |
| 4. Is our current PI plan successful in increasing awareness of FA in our community? | YES | NO |
| 5. Do we use the booklet <i>Spread the Word About Families Anonymous</i> (#7007)* to guide us in reaching out to our community? | YES | NO |
| 6. Do we distribute FA's PI materials (such as <i>Families Anonymous and the Professional Community</i> (#7010)†, <i>Are You at Your Wits' End?</i> [#7014]*†, and <i>Are You Torn Apart</i> [#7009]*†) in our community? | YES | NO |
| 7. Do we use the WSB's PI Committee as a resource to help us with our PI planning? | YES | NO |
| 8. Do we know how to contact the PI Committee? | YES | NO |
| 9. If there are other FA groups located nearby, have we tried to form an intergroup? | YES | NO |
| 10. 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 |
| 11. If we are part of an intergroup, do we support it with donations? | YES | NO |

* Available through FA's literature catalog

† Available as a free download from FA's website

GROUP INVENTORY



**FAMILIES
ANONYMOUS®**



Families Anonymous, Inc.
701 Lee Street, Suite 670, Des Plaines, IL 60016
847-294-5877 • 800-736-9805 [USA only]
www.FamiliesAnonymous.org



FAMILIES ANONYMOUS and the FA acronym are federally registered trademarks, and the FA logo is a trademark, owned exclusively by Families Anonymous, Inc.