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 #_____ [date]

I. "GROUP CONSCIENCE" & BUSINESS MEETINGS

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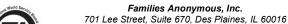
1.	Do we give several weeks' notice to members prior to holding a		
	business meeting?	YES	NO
2.	Do we invite everyone present at the business meeting to take		
	part in the discussion?	YES	NO
3.	Does our group hold a Group Conscience session whenever we		
	need to resolve any issue that is affecting 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 The Twelve		
	Traditions in Action (#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 Welcome! (#6002)* folder or a free piece		
	of FA literature?	YES	NO
8.	Do we have a plan for switching to virtual meetings if circum-		
	stances 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†.)	VEC	NO
2.	Do we take turns reading all five of FA's "Basic Readings" at each meeting?	YES	
3.	Do we use a variety of FA literature (in addition to <i>Today A Better</i>	YES	
4.	Way TM [#1015]*) as topics for our meetings? 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	IES	NO
5.	entire fellowship? Do we consider adding variety to our meetings by occasionally	YES	NO
	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. 8.	Do members volunteer in advance to lead meetings so that they have time to plan and prepare? Do we encourage rotation of officers so that everyone has an	YES	NO
9.	opportunity to benefit by "giving back" to FA? When we share during meetings, do we concentrate on our own	YES	NO
	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	
	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		
13.	our use during meetings? Do we encourage all our members to observe FA's Twelve	YES	NO
	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		
0	Families Anonymous and Sponsorship [#1020]*.)	YES	NO
8.	Do we follow FA's rule about protecting the anonymity of all	******	
0	our members—past as well as present?	YES	NO
9.	Do we have a plan for keeping in touch with members who	N/EO	NO
	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 Spread the Word About Families Anonymous		
	(#7007)* to guide us in reaching out to our community?	YES	NO
6.	Do we distribute FA's PI materials (such as Families Anonymous		
	and the Professional Community (#7010)†, Are You at Your Wits' End?		
_	[#7014]*†, and Are You Torn Apart [#7009]*†) in our community?	YES	NO
7.	Do we use the WSB's PI Committee as a resource to help us		
0	with our PI planning?	YES	
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	1 E 3	NO
10.	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	
	12 are part of an intergroup, as we support it with domains:	110	1,0

Available through FA's literature catalog

Available as a free download from FA's website



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