

MY PART IN THE GROUP

*Circle the number of each item
you think you need to improve.*

MEETING PREPARATION

ALL MEETINGS:

1. Do I arrive at meetings on time?
2. Do I greet group members by their first names?
3. Do I make a point of welcoming newcomers and visitors?
4. Have I become familiar with Families Anonymous® literature?
5. Do I bring my copy of *Today A Better Way*™ (#1015) with me to the meetings?
6. Do I “keep coming back”?

IN-PERSON MEETINGS:

7. If I arrive early, do I pitch in and help set up the meeting room?
8. Do I stay to help clean up after the meeting?
9. Have I prepared *Greeter/Contact Cards* (#6006) so I can personally offer my phone number to members for support between meetings?

ONLINE (VIRTUAL) OR HYBRID MEETINGS:

10. Am I doing my part to select, prebook and host the meeting's online platform?
11. Do I volunteer to send out meeting announcements along with log-in and password information?
12. Do I know how to turn my microphone on when I'm speaking and to mute myself the rest of the time?
13. Do I let everyone know that the Basic Readings are included in the free download #5003 *Suggested Meeting Format with Basic Readings* that we use for every meeting?

MEETING PARTICIPATION

1. Do I speak from my heart, telling how I really feel?
2. Am I honest about my shortcomings (character defects)?
3. Do I share my experiences in applying the principles of FA® to my daily life?
4. Do I concentrate on *my* feelings and actions and not on the person who brought me to the program?
5. Do I observe the Four Destructive Forces by avoiding domination, discussion of religion, gossip, and dwelling on the past?
6. Do I try to stick to the meeting topic?
7. Do I show courtesy to those who are speaking by raising my hand (or, if online, by clicking the “raised hand” button or the “Chat” button) and waiting to be recognized by the leader?
8. Do I avoid “crosstalk,” as defined in the meeting format?
9. When I tell my story, do I remember to do the following?
 - Avoid lengthy details
 - Emphasize personal growth and change
 - Admit changes that I still need to make
10. When I share my experiences, do I avoid giving advice to the group?
11. Do I try to practice the Twelve Steps of FA within my group?
12. Do I listen to others with an openness that allows me to really hear what they are saying?
13. Do I demonstrate compassion for, and understanding of, other people's pain?
14. Am I tolerant in thought and speech about the shortcomings of others?
15. Do I encourage and support others in the progress they make?
16. Am I careful to avoid pressuring the group to accept my ideas simply because they happen to have worked for me?
17. Am I careful to avoid intimidating others who may not have been in the program as long as I?

18. Do I realize that my personal point of view may not be right for everyone?
19. Am I sensitive to the times when I can *privately* share with someone else the help I have received from FA?

SERVICE

1. Do I offer to be responsible for any of the services that support my group?
 - meeting leader
 - secretary
 - meeting room setup
 - refreshments
 - treasurer
 - meeting room close-down
2. Do I willingly volunteer for work on committees that will benefit the group?
 - Program Committee
 - Intergruop Committee
 - Public Information Committee
 - Group Internet Committee
 - Literature Committee
 - any other committee
3. Do I visit other FA groups?
4. Do I attend intergroup functions (if there is an intergroup in my area)?
5. Do I attend business meetings scheduled by my group?
6. Do I offer constructive ideas to help make my meeting meaningful and program-oriented?
7. Do I accept different opinions good-naturedly and defer to the wishes of the group?
8. Am I willing to extend myself and sponsor a newcomer?
9. Do I make a cooperative effort to “spread the word”?



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Am I Participating?



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