

DRAFT Group Inventory Questions

Some inputs:

- <https://acawso.org/2019/05/24/group-inventory-form-from-ct-ig/>
- <https://acawso.org/2018/06/13/group-inventory-form/>
- AA: <https://www.takethe12.org/the-group-inventory/>
- Alanon: <https://al-anon.org/blog/the-group-inventory-how-important-is-it/>
- Alanon: [Taking a Group Inventory \(G-8a\)](#)
- Alanon: [Taking a Group Inventory \(G-8b\)](#)

What is a group inventory?

Twelve Step groups take an inventory of themselves from time-to-time. A group inventory is similar in spirit to a Fourth Step, but for a meeting (or other service body like an Intergroup, Region, etc). The intention of a group inventory is to gather information about how well a group is fulfilling our primary purpose as stated in our Fifth Tradition: *Each group has but one primary purpose - to carry its message to other ACAs who still suffer.*

This tool can give the group perspective on how the meeting is doing. It helps to show both strengths and weaknesses. This process can keep us on the road toward being an ever-safer, healthier, and effective group. It helps us to carry the ACA message of recovery. Like a 4th step, there is no one “right” set of questions, and the question a group asks itself can be adapted to the needs of a particular group.

Why have a Group Inventory?

Maybe only a few members are doing service in our group. Maybe newcomers attend one meeting, but never return. Possibly there are members who do not respect the meeting’s boundaries, leading to the meeting feeling unsafe. These problems may be easy to spot, but may be difficult to solve during the meeting or in a regular business meeting. Just as a Fourth Step inventory enhances recovery in our personal lives, a group inventory can enhance the health of our group.

Introduce the Inventory Idea to the Group

Bring copies of this document to your business meeting and suggest the group consider doing an inventory. If your group does not have regular business meetings, suggest scheduling one to discuss doing an inventory.

Like business meetings, inventory meetings are made safer by having a trusted servant facilitate in a fair and inclusive manner. Announce the inventory in advance—so that all interested members can make plans to participate.

It is important that all members feel welcome and respected. In accordance with our Second and Third Traditions, all members should have an equal opportunity to speak.

Set Boundaries for the Process

It is important to set boundaries; healthy boundaries create safety.

Here is a list of boundaries to consider:

- When will we meet?
- Will we meet before or after the meeting or at a separate time?
- What will the length of each session be? How long will we meet? How many questions will we cover each time we meet?
- Will there be a time limit on individual sharing? What will that time limit be?
- How will we determine the speaking order? Will it be round-robin style, will the facilitator call on those with raised hands, or some other method?
- Will we rotate the responsibility of facilitating?
- Discuss crosstalk guidelines? Read ACA Guide to Sharing/ Crosstalk Guidelines.
- How often will we revisit this process of setting boundaries?

ACA has created many resources which are helpful to meetings:

Printed literature:

- The Fellowship Text: Chapter 19, The 12 Traditions
- The Fellowship Text: "Handbook for Adult Children"
- "Crosstalk" booklet
- "The Newcomer" booklet

On the Website, www.adultchildren.org:

- [The Twelve Traditions](#)
- [The Twelve Concepts](#)

Meeting Inventory Format

Please Note: Each meeting is autonomous and may adapt the format to meet its own needs.

Welcome everyone! My name is and I will be leading our meeting inventory. Please take a copy of the questions.

Please help me open this meeting with the ACA Serenity Prayer or The Serenity Prayer:

The ACA Serenity Prayer

God grant me the serenity

to accept the people I cannot change,

courage to change the one I can,

and wisdom to know that one is me.

The Serenity Prayer:

God, grant me the serenity

To accept the things I cannot change, Courage to change the things I can, And wisdom to know the difference.

This group inventory is like a Fourth Step for our meeting. The intention is to gather information about how well we are fulfilling our primary purpose as stated in our Fifth Tradition: Each group has but one primary purpose - to carry its message to other ACAs who still suffer. We will use the list of questions to guide the discussion as we evaluate the strengths and weaknesses of our meeting. The secretary will take notes during the inventory for review.

OVERALL

Is the meeting accessible, convenient, safe, and welcoming?

Are we operating in accordance with the Traditions? Are there any areas we might want to look at there?

Do we generally follow Group Conscience in our decision-making?

Are fully self-supporting?

Are we forming cliques?

CARRYING THE MESSAGE

Are we welcoming to the Newcomer?

- Do we talk with newcomers before and after the meeting?
- Are newcomers acknowledged during the meeting?
- Do we give newcomers an overview of ACA? How?
- Are phone/email lists available?
- Do we practice safety in meetings with newcomers?

Are there ways that we could carry the message even better in our meeting?

FINANCIAL

Do we have a Treasurer?

Is there regular reporting of financial status / Treasurer's report?

Do we have a Prudent Reserve?

Are we fully Self-Supporting?

Are we financially stable?

Is the group participating in the Seventh Tradition support of Intergroup? Region? WSO? If not, why not?

SAFETY

Do we have processes in place to handle safety concerns?

Do we have any "live" and/or repeating safety concerns?

Is crosstalk, giving advice, interrupting one another avoided? How do we deal with crosstalk if it happens?

BUSINESS MEETINGS AND GROUP CONSCIENCE

Do we have regular Business Meetings?

Do we take and have minutes from Business Meetings?

Do we have a clear process for members to add New Business to the Business Mtg Agendas?

Are we making decisions in our business meetings by informed group conscience?

Do we understand and practice Substantial Unanimity? What is the group's understanding of Substantial Unanimity?

Do we practice taking Minority Opinion?

Are all members comfortable speaking up? Do we encourage all members to speak up? Are a minority of voices taking up the majority of the conversation? Are we checking in with / making time for those who haven't yet spoken up?

SERVICE

Do we encourage service (as a part of the recovery path and a way of giving back)?

Do we announce open Service Positions in the Meeting?

Are we filling positions representing the meeting at other levels of the Service Structure (Intergroup, Region, Delegate to the Annual Business Conference)?

How are we doing with Rotation of Service? Are service positions such as Secretary, Treasurer and Literature, filled and regularly rotated?

How are we doing with avoiding Concentration of Service? Are just a few people holding many or most service positions?

INFORMATION

Is our group registered with ACA on the fellowship website, www.adultchildren.org? Is the listing updated yearly, or each time there is a change throughout a year's time?

SPONSORSHIP

Do we emphasize the importance/value of sponsorship? How effectively? Can we do better? If so, how?

ETC

Are there any changes we might want to consider to the meeting format, readings, secretary's script, trusted servant roles, zoom protocols, etc?

What is working well in our meeting?

What is working not-so-well in our meeting?

Anything we would like to start doing in our meeting?

Anything we would like to stop doing in our meeting?

Anything we would like to continue doing in our meeting?

Anything else that might help improve the atmosphere of our meeting further?

Anything else that might help improve the functioning of our meeting further?

Any questions we want to add/remove/tweak on the Inventory (if only for next time)?