

GROUP INVENTORY NORMS

Facilitator's role:

The facilitator is neutral with no opinion; experienced with conducting this type of meeting; and is here to keep the meeting on its desired track.

Level set items:

- All agree on the inventory questions to be used.
- Set an end time and agree on it.
- All agree to the following — Norms of Behavior.
- It's best to direct comments to the facilitator to avoid personalizing discussion.

Norms (Normative Behavior):

- No decisions will be made.
- This is not a business meeting.
- Decisions should be made at a regularly scheduled business meeting.
- A consensus is possible but is not necessary.
- The Group agrees to keep the facilitator in their role.
- Titles should be checked at the door.
- All members agree to work together to complete the agenda.
- Members do not interrupt when someone else is talking.
- Members agree to raise a hand to be recognized.
- There is no such thing as a bad opinion.
- Members agree to treat one another with dignity and respect.
- Members agree to keep AA's primary purpose uppermost in mind at all times.
- We need a timekeeper and someone to record the inventory. Have fun!

NOTE TO MODERATORS/REPORTS:

It is not necessary to report all discussion - only the subject and the "sense of the meeting" need be recorded.

The notes above represent the format of the workshops that are held each year at the General Service Conference. There are other ways, of course, to conduct workshops.

For instance, if a series of workshops is being held on the *AA Guidelines* or *The AA Service Manual combined with Twelve Concepts for World Service*, participants might be asked to read the Guidelines or a chapter in the Manual and come prepared with their questions. In some cases the portion to be discussed is read aloud, with each participant taking his turn to read a few paragraphs and then informal discussions on the subject take place.

However, when a report is needed or wanted, it is important to have the subject recorded, as well as the "sense of the meeting" on the subject.

If a District Committee Member or Delegate, for instance, is trying to interest GSRs in the *AA Guidelines* or *The AA Service Manual combined with Twelve Concepts for World Service*, it is helpful sometimes to prepare questions in advance, giving each participant a list of the questions to be discussed. The best method is always the one that suits your own purpose best.

AA GROUP INVENTORY

1. What is the basic purpose of our Group?
2. What more can our Group do to carry the message?
3. Is our group attracting alcoholics from different backgrounds? Are we seeing a good cross-section of our community, including those with special needs?
4. Do new members stick with us, or does turnover seem excessive? If so, why?
5. What can we as a Group do to retain members?
6. Do we emphasize the importance of sponsorship? How effectively? How can we do it better?
7. Are we careful to preserve the anonymity of our Group Members and other AAs outside the meeting rooms? Do we also leave what they share at meetings behind?
8. Does our Group emphasize to all Members the value of keeping up with the kitchen, set-up, clean-up and other housekeeping chores that are essential for our Twelfth Step efforts?
9. Are all members given the opportunity to speak at meetings and to participate in other group activities?
10. Mindful that holding office is a great responsibility not to be viewed as the outcome of a popularity contest, are we choosing our officers with care?
11. Are we doing all we can to provide an attractive and accessible meeting place?
12. Does our Group do its fair share toward participating in the purpose of AA – as it relates to our Three Legacies of Recovery, Unity and Service?
13. What has our Group done lately to bring the AA message to the attention of professionals in the community – the physicians, clergy, court officials, educators, and others who are often the first to see alcoholics in need of help?
14. How is our Group fulfilling its responsibility to the Seventh Tradition?

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