

# **OA GROUP AND SERVICE BODY INVENTORIES**

## **1. Group Inventory**

Use an entire meeting for an honest and fearless discussion of the group's weaknesses and strengths.

- a) Determine your view of the group
  - (1) Does our meeting concentrate sufficiently on OA's primary purpose?
  - (2) Do we encourage everyone to take part in discussions?
  - (3) Are we forming into cliques and being indifferent to other members?
  - (4) Do we welcome newcomers and give them individual attention?
  - (5) Do we try to make the Fellowship known to people outside who need help?
  - (6) Do we welcome back members who are returning to the Fellowship?
  
- b) Determine your part in the group
  - (1) Do I make a point to welcome new members, talk with them, offer my phone number? Do I sponsor new members?
  - (2) Do I interrupt speakers or other members who are sharing?
  - (3) Do I give my full attention to the speakers, the secretary and other group members?
  - (4) Do I ever repeat anything personal I have heard at meetings or from another member?
  - (5) Do I put pressure on the group to accept my ideas because I have been in the Fellowship a long time?
  - (6) Do I take part in meetings, or do I sit and listen?
  - (7) Do I volunteer or willingly accept a group office (i.e., secretary, treasurer)? Do I offer to help set up, clean, etc.?
  - (8) Do I criticize others in the group or gossip about them?
  - (9) Do I try to give advice?
  - (10) Is it difficult for me to realize that my point of view may not always be the group conscience? Can I accept disagreement?
  - (11) Do I use the telephone to help myself and others, not just for complaints and gossip?
  - (12) Do I make it a point to speak with newcomers who are having a difficult time in the program? Do I let them know they are welcome?
  - (13) Do I monopolize the conversation and explain every tool, Tradition, etc.?
  - (14) Do I feel no one can lead a meeting as well as I?
  - (15) Do I go to meetings to learn instead of teach?
  - (16) Do I cross-talk and cause meetings to go off on tangents?
  - (17) Do I wait until announcement time to make proper OA announcements?
  - (18) Do I have a topic so everyone can participate at meetings I chair?
  - (19) Do I try to cause dissension?
  - (20) Do I follow the meeting format completely?
  - (21) Do I commit myself to the OA program?
  - (22) Do I have a sponsor and work the Steps?
  - (23) Do I give service promote group growth and benefit my own growth as well?

- (24) Am I only interested in my own welfare, or am I concerned for my fellow OAers as well?

## **2. Intergroup or National/Language Service Board Inventory**

This inventory is divided into three parts:

- A look at the function of the intergroup or national/language service board (N/LSB)
- Twelfth-Step work within the Fellowship
- Carrying the message to the still-suffering compulsive overeater

When you have completed the inventory, you probably will discover that your intergroup or N/LSB has more strengths than you realized. After all, it takes commitment to be willing to do an inventory in the first place. You may also find some weaknesses. Just as in your personal recovery, appreciate your strengths. As for your weaknesses, remember that help is available to you from your region, your regional trustee and the World Service Office.

The following sets of questions are suggestions only. Their purpose is to evaluate the intergroup/N/LSB's present performance and to share some ideas about service from other intergroups or N/LSBs.

Take a deep breath, and good luck!

### a) Preliminary Questions

- (1) Are we satisfied with the function of our intergroup/N/LSB? If not, why not?
- (2) Have we ever taken an intergroup/N/LSB inventory? If not, why not? If so, what were the results?

### b) Part 1: The Function of the Intergroup/N/LSB

- (1) What is the purpose of our intergroup/N/LSB?
- (2) Do we have a Statement of Purpose or Bylaws?
- (3) Do we use Robert's Rules of Order and our bylaws during our business meetings?
- (4) Do the Twelve Traditions take precedence over "Robert's Rules" in our intergroup/N/LSB's bylaws?
- (5) Do intergroup/N/LSB bylaws and policies protect and/or extend the tenure of certain "trusted servants"?
- (6) Does our intergroup/N/LSB dictate or suggest?
- (7) Are we incorporated? Do we have a nonprofit tax status?
- (8) Do we set realistic short- and long-term goals?
- (9) Does our intergroup/N/LSB have a need for regular steering committee meetings or board meetings?
- (10) Are there frequent steering committee meetings for discussions and decisions beyond the purview of the entire group conscience?
- (11) Does a select group make most of our intergroup/N/LSB's "important" decisions?
- (12) Is ours an exclusive club or an inclusive intergroup/N/LSB?
- (13) Are all our intergroup/N/LSB's activities open to the scrutiny of each member of the Fellowship?
- (14) How can we keep the WSO group registrations up-to-date?
- (15) Are committee meetings open to all members?

- (16) Are committees' recommendations presented to the entire intergroup/N/LSB for consideration and deliberation?
- (17) Do we choose our service people with care and consideration, placing principles before personalities?
- (18) Is anonymity honored within our intergroup/N/LSB?
- (19) Is an opportunity given to each member to participate in the intergroup/N/LSB's activities?
- (20) Do we have a budget which includes a prudent reserve and contributions to region and WSO?
- (21) Have we done all we can to provide an attractive and convenient meeting place?
- (22) Are we committed to participating in the region and world service structure?
- (23) Do we make every effort to fund our representatives to regional assemblies and the World Service Business Conference?
- (24) How often do our "trusted servants" say, "Trust me, I know what's best"?
- (25) Is there a frequent need for quick decisions?
- (26) Is there a place on our intergroup/N/LSB's agenda for open sharing and expressing group concerns?
- (27) Who decides how our intergroup/N/LSB spends money?
- (28) Do we see complete monthly financial reports, or just the general fund's beginning and ending balance?
- (29) Does our intergroup/N/LSB have special savings accounts?
- (30) Are funds readily available, or are they invested?
- (31) Is the prudent reserve really prudent, or is it a hedge against a worldwide recession?
- (32) Are the requests for intergroup/N/LSB contributions consistent with expenditures shown on the financial reports?
- (33) How long has the treasurer been in control of the books?
- (34) Are there multiple signatories on all accounts?
- (35) Does someone other than the treasurer reconcile bank accounts?
- (36) Have the books been audited lately?

c) Part 2: The Twelfth Step Within

- (1) Do all the groups in our geographic area know about our intergroup/N/LSB and the services we provide?
- (2) Do all the groups in the area belong to an intergroup/N/LSB?
- (3) Do we keep in touch with groups who don't send representatives or contributions to intergroup/N/LSB?
- (4) Do we let all groups know how they can support the intergroup/N/LSB through service and financial contributions?
- (5) Do we encourage the Seventh Tradition's 60/30/10 contribution formula, making sure our area groups know about it?
- (6) Do we inform all members and groups of the structure of OA?
- (7) Do we sponsor OA workshops and marathons for OA's in our area?
- (8) Do we keep our meeting list current?
- (9) Do we publish a newsletter for the groups in our area?
- (10) Do we maintain a stock of OA-approved literature for sale? Do we encourage subscriptions and written contributions to Lifeline?
- (11) Do we help new members find sponsors?

- (12) Do we arrange a system for groups to obtain abstinent OA speakers?
- (13) How do we help floundering groups?
- (14) Do we assist unaffiliated groups in nearby areas to form their own intergroup/N/LSBs?
- (15) Do we address the special needs of our members, e.g., young people or the physically challenged, and try to find ways to meet their needs without isolating them?

d) Part 3: Carrying the Message

- (1) Do we have a permanent address and phone number that is answered twenty-four hours a day?
- (2) Is our intergroup/N/LSB phone number listed in area phone books?
- (3) Are we reaching compulsive overeaters in our community through
  - meeting listings in local newspapers,
  - radio and TV public service announcements (PSAs),
  - calendar notices,
  - newspaper and magazine articles,
  - news releases about special OA events,
  - bulletin board notices,
  - OA literature in libraries,
  - special newcomer meetings,
  - speakers list for various community organizations,
  - other \_\_\_\_\_?
- (4) What have we done to bring the OA message to the attention of the professional community, such as:
  - medical professionals
  - physicians
  - nurses
  - dietitians
  - nutritionists
  - medical technicians
  - psychiatrists
  - psychologists
  - counselors
  - teachers
  - social workers
  - clergy
  - military
  - employee assistance counselors
  - other \_\_\_\_\_
- (5) What are we doing to carry the message into institutions, such as:
  - schools
  - prisons and detention centers
  - hospitals
  - training facilities
  - nursing homes and retirement communities
  - other \_\_\_\_\_

- e) Final question: Are there other alternatives to the present intergroup/N/LSB structure that might be more useful in meeting the area's needs? If so, what?

We all know, of course, how to identify dysfunction. So, it isn't so much an issue of not knowing there's a problem as it is about doing something. Being long on wisdom, do we opt for serenity, or courage? Do we accept it or change it? Intervention or avoidance? If not you, who?

### **3. Region Inventory**

This inventory is divided into three parts and can be used at three separate meetings, or a special meeting could be planned specifically for using this inventory.

The three parts of the inventory are:

- A look at the function of the region
- Twelfth-Step work within the Fellowship
- Carrying the message to the still-suffering compulsive overeater who may not know about OA

When you have completed the inventory, you will probably discover that your region has more strengths than you realized. After all, it takes commitment to be willing to do an inventory in the first place. You may also find some weaknesses. Just as in your personal recovery, appreciate your strengths. As for your weaknesses, remember that help is available to you through your region trustee.

The following sets of questions are suggestions only. Their purpose is to evaluate the region's present performance and to share ideas about service from other regions. Of course, many of these ideas may be irrelevant for your region.

Take a deep breath, and good luck!

#### a) Preliminary Questions

- (1) Are we satisfied that our region has no room for improvement? If not, why not?
- (2) Have we ever taken a region inventory? If not, why not? If so, what were the results?

#### b) Part 1: The Function of the Region

- (1) What is the purpose of our region?
- (2) Do we have a Statement of Purpose or Bylaws?
- (3) Do we use Robert's Rules of Order, a parliamentarian and our bylaws during our business meetings?
- (4) Are we incorporated? Do we have a nonprofit tax status?
- (5) Do we set realistic short- and long-term goals?
- (6) Does our region have a need for regular board meetings?
- (7) Do we choose our service people with care and consideration, placing principles before personalities for the welfare of the region as a whole?
- (8) Is an opportunity given to each member to participate in the region's activities?
- (9) Do we have a budget which includes a prudent reserve and contributions to WSO?
- (10) Do regional assemblies adhere to an agenda?
- (11) Does region make an effort to reach loner groups?

- (12) Is the region encouraging intergroup/N/LSB and loner group attendance at regional assemblies and WSO Conferences?
- (13) Do we make every effort possible to fund our chair to the WSO Conference?
- (14) Is adequate advance notice of the regional assemblies given through the mail?

c) Part 2: Twelfth Step Within

- (1) Do all the groups in our geographic area know about our region and the services we offer?
- (2) Do we keep in touch with groups who do not attend regional assemblies or send contributions?
- (3) Do we encourage the 60/30/10 contribution formula and make sure our area groups know about it?
- (4) Do we inform all new delegates of the structure of OA?
- (5) Do we have a regional newsletter?
- (6) Do we encourage subscriptions to Lifeline?
- (7) How do we help floundering intergroup/N/LSBs?
- (8) Do we assist unaffiliated groups in close proximity to one another to form their own intergroup/N/LSBs?
- (9) Does the region supply adequate information to its representatives on upcoming motions to get an educated vote through the group conscience?

d) Part 3: Carrying the Message

- (1) Does our region offer committee meetings that correspond to the committees that are part of the World Service Business Conference?
- (2) Does the region make OA tapes and public service announcement spots available to the intergroup/N/LSBs it serves?

e) Final question: Are there other alternatives to the present regional structure that might be more useful or provide additional assistance in meeting the area's needs? If so, what?