

# Intergroup or Service Board Inventory

*This inventory is divided into three parts:*

- *A look at the function of the intergroup or service board*
- *Twelfth-Step work within the Fellowship*
- *Carrying the message to the still-suffering compulsive overeater*

*When you have completed the inventory, you will probably discover that your intergroup or service board 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/service board's present performance and to share some ideas about service from other intergroups or service boards.*

*Take a deep breath, and good luck!*

## **a. Preliminary Questions**

1. Are we satisfied with the function of our intergroup/service board? If not, why not?
2. Have we ever taken an intergroup/service board inventory? If not, why not? If so, what were the results?

## **b. Part 1: The Function of the Intergroup/Service Board**

1. What is the purpose of our intergroup/service board?
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/service board's bylaws?
5. Do intergroup/service board bylaws and policies protect and/or extend the tenure of certain "trusted servants"?
6. Does our intergroup/service board 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/service board 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/service board's "important" decisions?

12. Is ours an exclusive club or an inclusive intergroup/service board?
13. Are all our intergroup/service board'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/service board 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/service board?
19. Is an opportunity given to each member to participate in the intergroup/service board'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/service board's agenda for open sharing and expressing group concerns?
27. Who decides how our intergroup/service board spends money?
28. Do we see complete monthly financial reports, or just the general fund's beginning and ending balance?
29. Does our intergroup/service board 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/service board 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/service board and the services we provide?
2. Do all the groups in the area belong to an intergroup/service board?
3. Do we keep in touch with groups who don't send representatives or contributions to intergroup/service board?
4. Do we let all groups know how they can support the intergroup/service board 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/service boards?
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/service board 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/service board 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?*