Business Meetings (cont.)

5. Do we ask members to identify areas for improvement?

Financial Contributions

1. Is the meeting financially stable?

2. Does the meeting pay rent on time, keep a 3-month prudent reserve and send excess regularly to Intergroup and WSO?

3. Does the group have a bank account?

4. Does the group have an assistant treasurer?

5. Who takes contributions if the treasurer is absent?

6. Does the meeting have a process for safeguarding contributions?

Literature

1. Does the group have adequate desk copies of any literature used in the meetings for newcomers?

2. Does the group have an adequate supply of literature for sale?

3. Does the group use a Literature Display of books and pamphlets?

4. Do we have meeting lists and encourage members to attend other meetings?

Anonymity

1. Does the meeting format stress anonymity?

2. Do members observe anonymity?

Carrying the Message

1. Is our group active in Intergroup?

2. How do we support the efforts of Intergroup to carry the message?

Handling Problems

1. Do all members feel safe? If not, do we have a process for ensuring safety?

2. Do members with more seniority dominate in meetings?

3. Do we have a process for handling problems?

4. Are any members forming cliques or ignoring newcomers after a meeting?

TRADITION FIVE:
Each group has but one primary purpose - to carry its message to the adult child who stills suffers.

How Well Are We Doing?
ACA

A Good Look at Ourselves as a Group

TRADITION ONE:
Our common welfare should come first; personal recovery depends on ACA unity.

Revised 11/12/2019

Process

1. Do meetings start and end on time?

2. Is the meeting location safe, convenient and welcoming? Do Newcomers know how to find the building and the room?

3. Is there a designated set up person? Does that position rotate?

4. Is there a Chairperson scheduled for each week? Is the chairperson rotated regularly?

5. Does the meeting have an Intergroup rep? Does the rep keep the meeting informed of Intergroup meetings?

6. Do members feel adequately informed of announcements from Intergroup, other ACA groups, and WSO?

7. Does the meeting follow a written format?

8. Does the meeting have a phone list? Is it distributed or passed around during the meeting?

9. Do all members help break down/clean up after the meeting?

10. Is the meeting listed on the WSO website? Is the listing renewed annually?

Process (cont.)

11. Does the meeting celebrate the group's anniversaries? Does it hand out chips for individual anniversaries?

12. Is cross-talk defined and discouraged?

13. Is there a process for announcing if the meeting is closed due to weather or emergency?

14. Are our meetings fresh, interesting and helpful?

15. Do we stick to the subject of the meeting or wander off on tangents?

16. Are we easily diverted from the topic in order to focus on a members problems?

Newcomers

1. Are newcomers welcomed?

2. Are newcomer chips distributed?

3. Are Newcomer packets given to newcomers? Is someone responsible for getting these to Newcomers?

4. Is a Newcomer Welcome read if there are newcomers in the room?

5. Does the meeting follow a different format (e.g. Strengthening My Recovery) if a newcomer is present?

Sharing and Participation

1. Is there adequate time for all to share?

2. Does the group use a timer?

3. Is there any cross talk during sharing?

4. How is cross talk handled if it occurs?

5. Does the meeting ask members to share a success?

6. Do members call others in the meeting outside of meeting times?

Sponsors/Fellow Travelers

1. Does the meeting ask if anyone is looking to be a Fellow Traveler and define what that is?

2. Does the meeting ask if anyone is willing to be a Sponsor?

Business Meetings

1. Does the meeting hold regular business meetings?

2. Are all members encouraged to attend?

3. Is a record of business meetings kept where all can find it?

4. Is there a process for the minority view to be heard even after we have made a decision?