Concepts-Based Inventory Format draft 1
For a Voting Entity, Intergroup, subcommittee, etc.

The “Summary”, “Spiritual Principle(s)” and the wording of each Concept are reproduced verbatim from the CoDA Conference endorsed publication, **The Twelve Service Concepts – Alive And Strong**.

The questions in that booklet are mostly aimed at working through the Concepts for personal application, so the ones suggested here are different.

Note: the wordings of Concepts 8, 9, 10 and 11 apply only to the CoDA Service Conference, Board of Trustees, and/or committees/boards/corporations directly responsible to the CSC. Parallel questions are therefore offered.

SERVICE CONCEPT ONE: The members of the Fellowship of Co-Dependents Anonymous, in carrying out the will of a loving Higher Power, advance their individual recoveries, work to ensure the continuance of their groups and their program, and carry the message to codependents who still suffer. They may also collectively authorize and establish service boards or committees and empower trusted servants to perform service work.

Summary: CoDA service work, when directed by our Higher Power’s will, ensures the continuance of the CoDA program through the collective conscience of the Fellowship and its trusted servants who carry the message.

Spiritual Principle(s): Carrying the Message in Unity and Authority

Guideline questions:

1. Does the committee carry out the collective conscience and will of a loving higher power?
2. Does this help to ensure the continuance of the fellowship and carry the message to codependents who still suffer?
3. Are subcommittees and trusted servants suitably authorised and empowered?

SERVICE CONCEPT TWO: The Fellowship of CoDA has the responsibility of determining, through its group conscience, the service work to be performed, and the best manner to perform such work. This authority is expressed through our group conscience. Authority carries responsibility; thus, CoDA groups conscientiously provide adequate funding and support for the service work they authorize.

Summary: The group conscience of the Fellowship gives its trusted servants the spiritual authority and responsibility to carry out decisions regarding CoDA service work in an accountable way. The Fellowship is responsible for funding the work of trusted servants

Spiritual Principle(s): Service & Responsibility

Guideline questions:

1. Does the committee determine what service work is to be done, and how, through group conscience? (Recognising that answers to this may be largely historical, with decisions made long ago)
2. Is service work adequately supported and funded?

SERVICE CONCEPT THREE: Decisions about service work in the Fellowship and all CoDA affairs are made through the group conscience decision making process. For this spiritual democratic process to work, every member of the group is encouraged to participate, consider all the facts and options concerning the issue, listen respectfully to all opinions expressed, then reflect and meditate to find a loving Higher Power's will. Finally, we deliberate honestly and respectfully to determine the proper course of action. Unanimity in the group is the desired outcome; a majority vote is a group conscience.

Summary: Decisions about service work in the Fellowship and all CoDA affairs are made through the participation of all members in the group conscience process.

Spiritual Principle(s): Group Conscience and Participation

Guideline questions:

1. Are all parts of the fellowship which the committee serves able to participate?
2. Are all members who are entitled to vote encouraged to participate?
3. Are spiritual principles of group conscience upheld?
4. Are voting procedures appropriate?

SERVICE CONCEPT FOUR: All those who volunteer to do service work for CoDA by serving on committees, boards, or corporations are trusted servants, not authority figures. Ideally, trusted servants volunteer out of a desire to follow their Higher Power's will, out of gratitude for the gifts they have received from CoDA, out of a desire to grow in their ability to create and keep healthy relationships, and to contribute what they can of themselves to CoDA. The Fellowship recognizes the need to select the most qualified people willing to serve as trusted servants. At times, trusted servants may hire individuals outside of the Fellowship for commercial services.

Summary: Trusted Servants do not govern but participate in the group conscience process, thus ensuring equality.

Spiritual Principle(s): Equality & Higher Power's Will

Guideline questions:

1. Do trusted servants participate as equals in group conscience processes?
2. Do trusted servants simply contribute what they can of themselves in service, or do they sometimes govern?

SERVICE CONCEPT FIVE: Trusted servants are directly responsible to those they serve and are bound to honor the group conscience decision making process and uphold those decisions concerning their service work. The Fellowship also recognizes the need and right for members to honor their own experience, strength, and hope and their Higher Power's will as expressed to them. When the group conscience violates an individual's own truth and makes participation impossible, the individual may relinquish the service position.

Summary: We honor group conscience decisions and respect the right of individuals to petition for their point of view. When the group conscience is contrary to an individual's own truth, we respect their right to express their minority opinion and to act according to their Higher Power's will for them.

Spiritual Principle(s): Honor and Truth

Guideline questions:

1. Are trusted servants (and subcommittees) responsible to those they serve? How is accountability shown?

2. Are group conscience decisions upheld and followed?
3. Are trusted servants able to freely voice their own experience, strength, and hope and their Higher Power's will when necessary? Are they free to relinquish their position if their own truth is violated?

SERVICE CONCEPT SIX: The Fellowship guarantees trusted servants the right and authority to freely make decisions commensurate with their responsibilities and the right to participate in group conscience decisions affecting their responsibilities. Each CoDA member is also guaranteed the right to respectfully dissent during the group conscience decision making process. A member may freely and safely express any personal grievances if no person or group is unexpectedly singled out as the subject of the grievance. Members are encouraged to honor their own integrity as well as the integrity of others.

Summary: The Fellowship authorizes its trusted servants to make group conscience decisions on their behalf when necessary.

Spiritual Principle(s): Integrity and Free Choice

Guideline questions:

1. Are trusted servants (and subcommittees) able to make decisions appropriate to their responsibilities?
2. Are the boundaries to their autonomy clear enough? Have any decisions taken place that exceeded authority?
3. Are trusted servants able to participate fully in group conscience decisions relating to their service?
4. If any personal grievances have arisen, were these raised and handled appropriately, respecting all members' integrity?

SERVICE CONCEPT SEVEN: Trusted servants do practice the Twelve Steps **and** Twelve Traditions in their service work and in all of their affairs. Trusted servants do not seek power, prestige, wealth, status, or acclaim; do not govern, coerce, or attempt to control others; and do not push a personal agenda, promote controversy, or advance outside issues at CoDA's expense. Since issues over authority, will, money, property, and prestige can and do arise in service work, trusted servants need to practise emotional sobriety, including anonymity, humility, tolerance, gratitude, making amends, and forgiveness.

Summary: Trusted servants given responsibility and authority, do not seek personal power through their service work, nor do they govern or control others to advance their personal agendas.

Spiritual Principle(s): Practicing Humility in Service

Guideline questions:

1. Are the spiritual principles of the Twelve Steps and Twelve Traditions upheld?
2. Is there appropriate absence of personal agendas, controversies and outside issues?
3. Is emotional sobriety practised?

SERVICE CONCEPT EIGHT: The CoDA Service Conference (Conference), through its group conscience decision-making process, guides the Fellowship in making policy decisions and in following the Twelve Steps and Twelve Traditions. The Conference, though providing guidelines, holds no authority over the decision-making process of individual groups. The group conscience process is our decision-making process. Failure to honor this process may violate Traditions One and Four and a sanction may be imposed. The harshest sanction Conference can impose on an individual or group is to no longer recognize it as belonging to CoDA; this sanction may only be imposed on those who consistently violate the Twelve Steps and Twelve Traditions, as determined by guidelines accepted by Conference.

Summary: Although the Conference holds no authority over decisions of individuals or groups, sanctions may be imposed on those who consistently violate the Twelve Steps and Twelve Traditions.

Spiritual Principle(s): Tolerance & Consequences

Guideline questions:

1. If the CSC has imposed any sanctions which have any implications for this committee, are they respected?
2. Does this committee provide any guidance? If so, is it appropriate?
3. Does the committee refrain from imposing its authority on autonomous groups?
4. What happens if the committee has concerns about a group or member(s) – for example, if a group fails to honour its own obligation to follow the group conscience process?

SERVICE CONCEPT NINE: By tradition, the CoDA Service Conference gives responsibilities to working committees composed of Conference Delegates and other CoDA volunteers or to separate service boards or corporations. All are directly responsible to the Conference. The scope of the work a committee does is determined by the Conference group conscience. The chairperson of each committee assumes the responsibility to ensure the work assigned to the committee is completed in a timely manner.

Summary: Through the CoDA Service Conference, the Fellowship assigns tasks to committees and boards to be completed in a timely and effective manner.

Spiritual Principle(s): Wisdom and Delegation

Guideline questions:

1. Do trusted servants undertake the activities within their remit appropriately?
2. Are they supported and is the work delegated where needed?

(The question of whether the scope of the work that trusted servants and subcommittees carry out is determined by group conscience was covered under Concept 2.)

SERVICE CONCEPT TEN: When the CoDA Service Conference is in session, the CoDA Board of Trustees is directly responsible to the Conference. When not in session, the Conference assigns its decision-making authority on material matters to the Trustees. The Board of Trustees is authorized to monitor the work of Conference-appointed service committees and may provide assistance or guidelines when necessary. The Trustees serve as the board of directors of CoDA, Inc., the non-profit corporation, are assigned custodial control of all money and property held in trust for the Fellowship and are responsible for prudent management of its finances.

Summary: When the CoDA Service Conference is in session, the CoDA Board of Trustees is directly responsible to the Conference. Between CoDA Service Conferences, the Trustees are assigned decision-making authority on Fellowship material matters (money, property, management) which must be ratified at the next CoDA Service Conference.

Spiritual Principle(s): Prudent Management and Mutual Trust

Guideline questions:

1. Are trusted servants responsible to the committee?
2. Are service areas managed prudently?
3. Are trusted servants available to an appropriate extent outside of committee meetings, to provide service or guidance within their remits?

SERVICE CONCEPT ELEVEN: The powers of the CoDA Service Conference derive from the pre-eminent authority of the group conscience decision-making process. Arizona State law gives the Board of Trustees legal rights and responsibilities to act for the Fellowship in certain situations. CoDA, Inc.'s Articles of Incorporation and Bylaws are legal documents enumerating these Board rights and responsibilities.

Summary: The CoDA Service Conference has pre-eminent authority over how CoDA is structured and determines the scope of work for the Board of Trustees and all committees.

Spiritual Principle(s): Structure and Empowerment

Guideline questions:

1. Is service supported by documents setting out how the committee works, and how the service work it authorises is done?
2. Are such documents adequate? Do they set out principles, methods, boundaries etc adequately?
3. Are they adhered to in practice?
4. Are members able to raise proposals for changes that may be needed?

SERVICE CONCEPT TWELVE: The Fellowship strives to practice and encourage spiritual principles in all its material, financial, and business affairs, including fairness, equality, and respect for individual rights. Every member within CoDA has a voice and is encouraged to use it. Every member has the right to know what is happening within our organization. To honor this right, and in the spirit of CoDA unity, our CoDA, Inc. organization publishes and distributes group conscience decisions, such as minutes of our service boards and motions from our CoDA Service Conferences, in the most inclusive and timely manner possible.

Summary: Every CoDA member has the right to know what is happening within our organization and has a voice which they are encouraged to use.

Spiritual Principle(s): Individual Rights and Transparency

Guideline questions:

1. Does every member of groups served by the committee have the potential to be heard?
2. Are groups and members suitably informed of the work of the committee and its decisions?
3. Is the work of the committee sufficiently transparent?