

**Northern Counties Area Hospitals and Institutions
Subcommittee Guidelines
Approved January 2018**

I. PURPOSE

The Hospitals & Institutions Subcommittee of the Northern Counties Area is a group of men and women members of Narcotics Anonymous who believe in the concept:

“To assure that no addict in a hospital or institution seeking recovery need die without having had a chance to find a better way of life. From this day forward may we provide the necessary services.”

II. FUNCTION OF THE H&I SUBCOMMITTEE

1. To carry the message and to disburse literature to all facilities through our H&I panels.
2. To conduct a monthly business meeting.
3. Maintain an updated listing of all appropriate facilities within the area and records of which ones are being served, by which panel leader and the type of services that are being served.
4. Conducts workshops to address and/or work on problems members are experiencing and/or discuss methods of H&I works.
5. To be a subcommittee of the Northern Counties Area Services Committee and maintain effective communication and cooperation with that committee.
6. To follow guidelines contained in the WSC H&I Handbook and the NC H&I Subcommittee guidelines.
7. The NC H&I Subcommittee shall meet annually to review Guidelines and make revisions.

III. AGENDA

1. Serenity Prayer
2. 12 Traditions
3. 12 Concepts
4. Purpose
5. Welcome Visitors and New Members
6. Anniversaries
7. Roll Call
8. Approval of Minutes
9. Chairperson's Report
10. Vice Chairperson's Report
11. Panel Coordinator's Report
12. Literature Coordinator's Report
13. Panel Reports
14. Fill Open Panels
15. Old Business
16. New Business
17. Pray Out

IV. SUBCOMMITTEE TRUSTED SERVANTS

Trusted servants shall consist of a Chairperson, Vice Chairperson, Secretary, Panel Coordinator, Literature Coordinator and Panel Leaders. Any Subcommittee officer or member who relapses will automatically be removed from being of service to the subcommittee. Any subcommittee officer/ trusted servant is removed after missing two consecutive monthly H&I subcommittee meetings. In case of the Chair's resignation, the Vice Chair shall automatically assume the position of Chairperson until the H&I Subcommittee elect a Chairperson. If the Vice Chair cannot or will not assume the position, the Area Vice Chair will act as H&I Chairperson until the H&I Subcommittee fills the position. In the event of a resignation or removal of the Secretary, Literature Coordinator

or Panel Coordinator, the position shall be held open until a willing member from the Fellowship is found to serve the position.

V. QUALIFICATIONS AND DUTIES OF TRUSTED SERVANTS

1. Chairperson:

The H&I Chairperson is elected by the H&I Subcommittee and is subject to affirmation by the NCASC. The requirements are 2 years clean, 1 year service in H&I, a strong NA message of recovery and a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.

- a. The H&I Subcommittee is directly responsible to the NCASC through the H&I Chair.
- b. The Chairperson must attend all H&I Subcommittee meeting and the NCASC meetings. The Chair is a voting member of the Regional H&I Subcommittee and must attend all of its meetings. The chair acts as a link of communication between the H&I Subcommittee, the NCASC and the Regional H&I Subcommittee.
- c. The Chair also makes sure that a link of communication is maintained between the Subcommittee and the individual facilities. This communication is done by the Panel Coordinator but the Chair should ensure that it is taking place. The H&I Chair is responsible to ensure all Panel Members comply with the H&I Subcommittee and NCASC guidelines as well as the rules of the individual facilities.
- d. The chair is responsible for giving a monthly report to the Northern Counties H&I Subcommittee of all budget expenditures except literature discernment, which the Literature Coordinator reports.
- e. The Chair should be aware of all matters that effect H&I in the Northern Counties Area.
- f. The Chair handles all public relation contacts involving policy matters and/or interactions at the public level that pertain to H&I. This will be done with the direct cooperation of the PR Subcommittee.
- g. All H&I Subcommittee members shall be of service to the Annual New Year's Eve Marathon.

2. Vice Chairperson:

The Vice Chair is elected by the H&I Subcommittee and is subject to affirmation by the NCASC. The requirements are 2 years clean, 1 year experience doing H&I work and a strong NA message of recovery. The Vice Chair must also have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts. The Vice Chair assumes the duties of the Chair if they are unable to serve or until a new Chair is elected.

- a. In the absence of the Literature Coordinator the Vice Chair assumes the duties of the Literature Coordinator.
- b. The Vice Chair works with the Chair to maintain a smooth operation of this Subcommittee.
- c. The Vice Chair must attend all H&I Subcommittee meetings. It is a must that the Vice Chair attends the Regional H&I Subcommittee meetings at least 4 times a year as well as in the absence of the Chair.
- d. The Vice Chair coordinates any new panels until a Panel Coordinator is elected.
- e. The Vice Chair represents H&I at the PR meetings.
- f. The Vice Chair coordinates all correspondence with the Literature Coordinator.
- g. The Vice Chair chairs all AD-HOC meetings.
- h. All H&I Subcommittee members shall be of service to the Annual New Year's Eve Marathon.

3. Secretary:

The H&I Secretary shall have 1 year clean and 6 months H&I experience plus knowledge of the 12 Steps, 12 Traditions, and 12 concepts.

- a. Secretary is responsible for recording the minutes of all H&I Subcommittee meetings and AD-HOC.
- b. Secretary is to copy and distribute those minutes.
- c. Secretary is to keep records of all H&I Subcommittee members, telephone numbers and attendance records.
- d. Secretary is to maintain New Leader Packets (Do's and Don'ts, Guidelines, Panel Format and current phone list of all committee members).
- e. Secretary is to keep archives of all NC H&I Subcommittee and Regional H&I minutes from meetings.
- f. Secretary must attend all H&I subcommittee and AD-HOC meetings.
- g. Secretary is responsible for contacting panel leaders who are in violation of attendance guidelines.
- h. All H&I Subcommittee members shall be of service to the Annual New Year's Eve Marathon.

4. Panel Coordinator:

The H&I Panel Coordinator is elected by the H&I Subcommittee. The requirements are 18 months clean and 6 months experience in the NC Area H&I Subcommittee and a strong NA message of recovery.

- a. Panel Coordinators instruct Panel Leaders of facility requirements and regulations including general rules covering H&I panels.
- b. Panel Coordinators keep an open line of communication with the facility.
- c. Panel Coordinators call upon officers and general subcommittee members for all necessary assistance.
- d. Panel Coordinators give a monthly verbal report to the H&I Subcommittee pertaining to panels and facilities.
- e. Panel Coordinators temporarily appoint Panel Leaders from the existing H&I Subcommittee when necessary, pending approval of the H&I Subcommittee or Coordinators will cover it themselves.
- f. Panel Coordinators are responsible for all the copies of the guidelines and regulations from the facilities.
- g. All H&I Subcommittee members shall be of service to the Annual New Year's Eve Marathon.

5. Literature Coordinator:

Literature Coordinator is elected by the H&I Subcommittee. Must have 18 months clean and 6 months H&I experience.

- a. Literature Coordinator distributes NA approved literature and/or any other items to Panel Coordinators that Northern Counties Area H&I Subcommittees uses in carrying the message.
- b. To assure accountability, the Literature Coordinator keeps a complete record of all transactions and gives a verbal report at the monthly H&I Subcommittee meeting.
- c. Literature Coordinator must submit an invoice for payment to the NCASC treasurer or vice treasurer for H&I Literature.
- d. Literature Coordinator is responsible for going to the RSO to obtain any necessary literature for the H&I Subcommittee.
- e. All H&I Subcommittee members shall be of service to the Annual New Year's Eve Marathon.
- f. All officers shall participate in fundraising discussions.

6. Panel Leaders:

Panel leaders are elected by the H&I Subcommittee. Requirements are 1 year clean, experience as a panel member and a strong NA message of recovery.

- a. Panel Leaders are responsible for all aspects of the panel, such as keeping literature and making sure that the meeting begins on time, that the panel members are in attendance and available on a regular basis.
- b. Panel Leaders shall inform the coordinator as soon as possible and no later than 24 hours in advance when unable to conduct a regularly scheduled panel or arrange for an existing Panel Leader from Northern Counties to cover the panel.
- c. Panel Leaders shall invite Panel Speakers to the H&I panel and inform them of the rules and regulations of the facility, the Do's and Don'ts of H&I and the procedures of the panel.
- d. Panel Leaders may resign by giving notice to the Panel Coordinator.
- e. Panel Leaders may be removed from panel assignment because of absence without proper notice and/or not making adequate arrangement for a replacement to conduct the panel.
- f. Panel Leaders must attend all H&I Subcommittee meetings or submit a report to the Panel Coordinator prior to the monthly meeting. In the event a Panel Leader does not attend the monthly meeting, the Panel Leader must obtain their literature for that month from the Panel Coordinator. If a Panel Leader misses 3 consecutive H&I meetings they are subject to removal with a 2/3 vote.
- g. Panel Leaders must attend the H&I subcommittee meeting once every three months.
- h. Panel Leaders should select speakers of equal gender of the facility (men for men's or boy's) and (women for women's or girl's facilities) and a (ratio balanced for co-ed facilities) this is to keep the focus on the message not the messenger.
- i. All H&I Subcommittee members shall be of service to the Annual New Year's Eve Marathon.

7. Panel Members:

H&I Panel Members must have at least six (6) months clean, a willingness to serve and a clear NA message.

- a. The Panel Member should be made aware of their responsibilities by the Panel Leaders, utilizing the Do's and Don'ts of the orientation package as well as any facility specific set of rules and regulations. (A panel should never consist of less than two (2) or more than five (5) panel members.
- b. Be able to share a message of recovery on Narcotics Anonymous.
- c. Members with 90 days may sit and observe a panel.

IV. Elections

1. Nominations and elections for all elected positions will be held in December of each year and new officers will take office in February of the following year. This is to allow two months of training for newly elected officers.
2. All nominees must be present at the time of their nomination in order to be elected to a position in the Northern Counties H&I Subcommittee.
3. In the event of a prematurely vacated office a replacement shall fill in the position as per the guidelines until the next regularly scheduled elections.
4. All officers may be elected to not more than 2 consecutive complete terms.

VII. Voting

1. Voting members of the NC H&I Subcommittee shall consist of the following; Vice Chair, Secretary, Literature Coordinator, Panel leaders and any member of NA that has attended two (2) consecutive NC H&I Subcommittee meetings.
2. The Chair only votes in case of a tie.
3. A member will lose voting privileges when they have missed two consecutive meetings and will regain their vote when they are in compliance with the above stated.

VIII. General Information

1. Any member of the H&I Subcommittee is automatically disqualified from further H&I activity upon relapse, but may again be eligible when he or she can meet the requirements in these guidelines.
2. Any member that does not meet the requirements or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I Subcommittee assignments.
3. No Narcotics Anonymous meeting/presentation regularly conducted under the protection and guidelines of the H&I Subcommittee shall be held in any facility except when supervised by the H&I Subcommittee or its delegated leader. This meeting must be accepted by the facility being served.
4. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (A) the inmate or patient inside, or (B) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I members will interfere with or use influence in any facility, court or hospitals nor with any judge, doctor, probation or medical problems. We carry only the message of Narcotics Anonymous; recovery from addiction through our spiritual program. Of course these members may participate on panels going to other facilities.
5. Length of clean time required by each facility is to be rigidly upheld by all H&I Panel Leaders.
6. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities and strongly discouraged by the H&I Subcommittee and NA as a whole.
7. Any correctional member of the H&I Subcommittee on parole or probation will only be allowed to participate in or attend an H&I meeting in a facility being served by the subcommittee with express clearance of the authorities of the facility and possible approval of their judicial officer, if applicable.
8. H&I Panel Leader shall be responsible for their conduct in any facility and they shall take responsibility to inform a panel member in advance reporting the regulation of the facility being served.
9. You are reminded that the H&I Subcommittee exists to share the Narcotics Anonymous message-our experience, strength and hope. H&I speakers should try to get residents involved with the panel through reading materials as well as through direct sharing.
10. All H&I members carrying the message through H&I must keep in mind at all times the following general rules which cover ALL meetings in ALL facilities:
 - a. Dress should be in such a manner as to not distract from the NA message.
 - b. It is unacceptable to give money or to take money from a resident.
 - c. It is unacceptable to give to or take from, a resident, correspondence of any type while visiting the facility.
11. Any necessary H&I Subcommittee funds should be sought annually in January from the NCASC in the form of a budget proposal.
12. Working with others: Men with men, women with women. Some facilities house only men or only women. Other facilities house both men and women, but keep them separate. In these facilities, where your meeting will consist of only men or only women, we feel strongly that only same sex NA members should participate. Remember, our primary purpose is to carry the message of recovery not to make our meeting more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of NA. Experience has taught us that we can avoid these problems if we follow this simple guideline.
13. Always remember we are GUESTS of the facility and therefore MUST comply with their wishes.

IX. H & I and Activities Marathon Guidelines addendum

These guidelines are created for the Northern Counties New Year's Eve H&I Marathon, but may be applied to any other joint activity put on jointly by the N.C. H&I and Activities subcommittees.

Duties of NC Activities subcommittee:

1. The Activities subcommittee shall secure a venue for the event. All financial costs such as deposits, rent, and insurance certificates are the sole responsibility of the Activities subcommittee.
2. The Activities subcommittee shall provide fliers for the event.
3. The Activities subcommittee shall provide food and drinks for the event.
4. The Activities subcommittee shall maintain the amount of what it will cost to put on the event (\$600).
5. The Activities subcommittee will pay for all T-shirts made for the event.
6. All monies made from the sales of shirts will be held by the Activities subcommittee.
7. The 7th tradition shall be collected by the Activities subcommittee
8. H&I will be given a monthly financial report.
9. Activities members shall attend the event to assist in the event as well as assisting in the set-up and clean-up of the venue.
10. The Activities subcommittee shall either appoint or elect a liaison to attend the H&I subcommittee for purposes of the marathon.

Duties of H&I subcommittee

1. H&I shall plan the event, including scheduling speakers, leaders and theme of the event.
2. The H&I subcommittee shall design a flyer (although the activities subcommittee may assist).
3. The H&I subcommittee shall create the logo for any shirts made (again, activities may assist).
4. H&I members shall assist with the event including set-up and clean-up of the venue.
5. Any shirt monies sold by the members of H&I shall be turned over to the activities subcommittee monthly.
6. H&I should appoint a liaison to activities for marathon reporting.

These GUIDELINES AND PROCEDURES are submitted for the guidance of the H&I membership and guests so that a smooth and consistent program can be maintained for the benefit of the addicts being served in hospitals and institutions. Any unusual situations that might arise should be discussed with the elected officers of the H&I Subcommittee, who in turn will take steps to get any clarifications from the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meeting/presentation with personnel of the facility in question. Adherence to these Guidelines will minimize confusion and misunderstanding within the H&I membership itself and with the facilities we service.