



## **Middle Mountain Area NA**

# **Hospitals and Institutions (H&I) H&I Subcommittee Guidelines & Procedures**

**Narcotics Anonymous**

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# Area H&I Subcommittee Guidelines and Procedures

## I. Mission & Purpose

### A. Scope

With the authority delegated by the MMANA groups to the MMANA Area Service Committee (ASC), the ASC has created MMANA H&I subcommittee to provides outreach to hospitals and institutions on its behalf. The H&I subcommittee exists to serve the ASC for that purpose, in the capacity specified by the ASC, outlined here in these guidelines.

### B. Mission:

To carry the NA message of recovery to addicts confined within facilities where attendance at regular meetings is restricted.

## II. Functions and Responsibilities of the H&I Subcommittee

### 1) Service Board

- a) The subcommittee shall be administered by a service board of officers. The service board shall consist of a chairperson, a vice-chairperson, literature coordinator, and secretary.

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## 2) Facility Coordinators:

Facilities where H&I meetings/presentations are given shall be administered by a facility coordinator who is responsible for coordinating and scheduling NA members (**Panel Members**) who have been either pre-screened (**Cleared**) by the facility (where required) or otherwise fall within the requirements of the respective facility and the H&I subcommittee. Coordinators may also serve as panel members.

## 3) Panel Members

### A. Subcommittee Guidelines

#### 1) Responsibilities of the Subcommittee:

- a) To provide for the message of recovery to be carried into facilities through panel meetings or presentations and to distribute NA Conference approved literature to facility coordinators.
- b) To elect facility coordinators who communicate with the facilities and panel members who conduct the H&I meetings/presentations sponsored by this subcommittee.
- c) To conduct a monthly business meeting.
- d) To provide an H&I service representative for participation in the regional H&I subcommittee.
- e) To coordinate the responsible development of new H&I meetings/presentations.
- f) To orient and train Facility Coordinators.
- g) To orient and train panel leaders and panel members.

#### 2) Format and Agenda of the Monthly H&I Subcommittee Meeting

- a) The area H&I subcommittee will meet every month.
- b) The meeting format and agenda will include the following items: attendance/roll call of elected officers and facility coordinators; approval of the minutes from the prior month's meeting; discussion of old and new business; reports from elected officers; reports from facility coordinators (See "Addendum A" for sample format).

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### **3) Eligible Voters**

- a) Eligible voters on the H&I subcommittee include: officers, facility coordinators, panel leaders, and panel members. Input from visiting NA members should be warmly invited and strongly considered. For votes taken by the subcommittee, a quorum is required to pass a motion; a quorum is defined as 50% or better of all coordinators currently serving. The chair only votes to break a tie.

### **4) Attendance**

- a) Any subcommittee officer is removed after missing three consecutive monthly H&I subcommittee meetings. The chairperson must also follow the attendance guidelines set by the ASC for subcommittee chairpersons.

### **5) New Facilities**

- a) The primary requirement for bringing an H&I meeting/presentation to a facility is that inmates, residents, or clients have limited or no access to NA meetings outside of the facility.
- b) All new facilities coordinated by the H&I subcommittee must be approved by a majority vote of the H&I subcommittee.

### **6) Contributions**

- a) Donations cannot be accepted from facilities or individuals who do not, or cannot, identify themselves as members of Narcotics Anonymous.
- b) Facilities may decide to purchase literature for H&I meetings held in their facilities. The H&I subcommittee may use such literature, providing it is conference approved NA literature.

## **B. Facility Guidelines**

### **1) Definition of Hospitals & Institutions**

- a) "Hospitals & Institutions" are defined as facilities which either incarcerates persons who may be addicts or have a goal of helping addicts to live clean as responsible and productive members of society.

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## 2) What Constitutes an H&I Meeting/Presentation

- a) H&I meeting or presentation is a service provided by that area service committee through its H&I subcommittee.
- b) An H&I meeting/presentation is always held under the auspices of an H&I subcommittee. Any meeting not linked into the service structure in this way is not an H&I meeting. Groups conducting H&I service can be accountable by following the WSC H&I Guidelines and reporting through the Area H&I subcommittee.
- c) All H&I meetings/presentations are closed to outside participation. NA members from the outside should attend the H&I meeting only when invited by the facility coordinator: The only people to attend H&I meetings are those approved by the coordinator/ H&I subcommittee to go into that H&I meeting.

## 3) Guidelines

- a) H&I has no responsibility for any meeting in a facility when that meeting is conducted by anyone other than the H&I subcommittee.
- b) Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the H&I panels serving the addicts in that facility. This is intended to avoid possible conflict, confusion and the resulting damage to the inmate or patient inside, or the working ability and privilege of the subcommittee to carry the message inside the facility.
- c) Instructions should be by this subcommittee to all coordinators so that they will have full knowledge of their responsibilities in connection with their individual commitments.
- d) Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
- e) Any member of the H&I panel will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility.
- f) H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
- g) Any member not conforming to the requirements, or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any H&I subcommittee assignments.

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- h) “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 meetings will consist of only men or only women, we feel strongly that only same-sex Narcotics Anonymous members should participate. Remember our primary purpose is to carry the message of recovery. Experience has taught us that we can avoid many problems if we follow this simple guideline” (N.A. Hospitals & Institutions Handbook.)
  - i) H&I members regularly participate in regular NA meetings.

### **C. Literature Guidelines**

- a) Only Narcotics Anonymous-approved literature shall be distributed into facilities
- b) The only exception to WSO-approved literature is meeting schedules. Meeting schedules should always be taken to meetings.

## **III. H&I Subcommittee Service Position Guidelines**

### **A. Position Vacancies**

#### **1) Election of Officers**

- a) Any nomination for chairperson needs approval by the ASC. All other officers are elected by a majority vote of the subcommittee at large. All officers are elected for a term of one year and must be re-elected each year to serve additional terms.
- b) In order to qualify for any elected position, H&I members shall come to the monthly H&I meetings and inform the subcommittee of their desire to serve.

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## 2) Resignations

- a) If the chairperson resigns, the vice-chairperson shall automatically assume the position until the ASC is able to approve a new chairperson.

## 3) Removal from Service Positions

- a. Any subcommittee officer or member who relapses **has** automatically removed him/herself from the subcommittee. This is not a punishment. We should always encourage trusted servants who have relapsed to rejoin the committee when they are able to meet the minimum qualifications for participation in H&I service.
- b. Any subcommittee officer can be removed from office by vote of the subcommittee after missing three (3) consecutive monthly H&I subcommittee meetings. The chairperson must follow attendance guidelines set by the ASC for subcommittee chairpersons.
- c. Any subcommittee officer or facility coordinator, except for the chairperson (who is elected by the ASC), may be removed from office by a majority vote of the H&I subcommittee.
- d. The chairperson may be removed from office by a majority vote of the Area Service Committee.
- e. Any member shall automatically be removed of any H&I subcommittee assignments who do not conform to these requirements or any others which might be added later, or who refuses to abide by the rules and regulations of the facility being served.

## IV. Qualifications and Duties of Officers

### A. Chairperson

#### 1. Qualifications

- a) The chairperson is elected by the ASC at its regular business meeting in accordance with ASC guidelines. It is suggested that the chairperson have two (2) years clean time plus a minimum of six (6) months activity in H&I work.

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## **2. Duties**

- a) The H&I subcommittee chairperson acts as a link of communication between the subcommittee, the ASC, and the regional H&I subcommittee. It is important that he/she attends these meetings or ensures that the area subcommittee is represented at the regional H&I subcommittee.
- b) The chairperson attends the monthly ASC meeting where he/she submits a monthly report and gives an oral report to the voting members of the ASC.
- c) The H&I chairperson is a voting member of the regional H&I subcommittee and should attend all of its meetings.
- d) The H&I chairperson is responsible to ensure that all panel leaders and panel members comply with the H&I subcommittee and ASC policies, as well as the rules of individual facilities.

## **B. Vice-Chairperson**

### **1) Qualifications**

- a) The H&I area subcommittee elects its own vice-chair. The Vice Chairperson should have at least one (1) year clean time and six (6) months of experience in H&I work.

### **2) Duties**

- a) The vice-chairperson assumes the responsibilities of the chairperson in the event of the absence of the chair, if the chairperson is unable to serve, or until a new chair is elected.
- b) He/She works with the chairperson to maintain the smooth operation of the subcommittee.
- c) The vice-chair assists the chairperson in filling temporary vacancies in the secretary, literature coordinator, and facility coordinator positions.
- d) The vice-chairperson must attend all H&I subcommittee meetings. It is suggested that the vice chair attend regional subcommittee meetings, when possible.



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## **C. Secretary**

### **1) Qualifications**

The H&I area subcommittee elects its own secretary.

### **2) Duties**

- a) Attend all regular, special, and general H&I subcommittee meetings.
- b) Record minutes of all subcommittee meetings.

## **D. Facility Coordinator:**

### **1) Qualifications**

The requirements are one (1) year of continuous clean time and six months of previous involvement in an area H&I subcommittee.

### **2) Duties**

- a) Recruit panel leaders for meetings in his/her facility
- b) Distribute literature to panel leaders
- c) Get a monthly status report from panel leaders each month, prior to the regular monthly Area H&I subcommittee meeting
- d) Fill in temporarily for absent panel leaders during vacancies of panel leaders.
- e) Act as the liaison between the facility and the H&I subcommittee. The facility coordinator needs to have a good working relationship with contact(s) within the facility.
- f) Conduct orientation for new panel members.
- g) Attend all regular H&I subcommittee meetings.

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- h) Provide an updated list of facility names, addresses, contacts, and telephone information. The list should also include the names and telephone numbers of panel leaders and panel members. The list should be updated and submitted to the secretary on a yearly basis or whenever changes occur.
  - i) Ensure that panel members fulfill the necessary requirements and are familiar with the guidelines, as specified in the H&I Orientation Guidelines.

## **E. Panel Leader**

### **1. Qualifications**

- a) H&I panel leaders are selected by the facility coordinator. Panel leaders should have at least six months of continuous clean time and at least three months of activity in H&I work in the facility where they conduct meetings.

### **2. Duties**

- a) Invite panel members to the H&I meeting/presentation and, in general, perform all tasks required to conduct the meeting properly, and ensuring the meeting begins and ends according to schedule.
- b) Communicate regularly with the facility coordinator, informing him/her of any problems with the meeting/presentation.
- c) Obtain any supplies that require replenishment for the meeting/presentation (i.e. literature, copies of *Reaching Out*, etc.).
- d) Refer potential panel members to the facility coordinator for orientation and approval.

## **F. Panel Member**

### **1) Qualifications**

- a) The facility coordinator and the panel leader select and recruit panel members for meetings/presentations within the facility.
- b) Facilities may have additional requirements before a panel member can attend meetings/presentations in a facility.

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## 2) Duties

- a) Be familiar with the H&I meeting/presentation format.
- b) Be familiar with the subcommittee and facility rules.
- c) Be able to share a message of recovery in Narcotics Anonymous.

## Addendum A

Area H&I Subcommittee Meeting Format (*SAMPLE*)

**Mission and Purpose of H&I:** The Ultimate Goal of this committee's work is to get our message of recovery to any addict whose attendance at regular meetings is restricted.

1. Open meeting with Serenity Prayer.
2. Ask someone to read the 12 Traditions of N.A.
3. Ask someone to read the 12 Concepts of NA.
4. Ask someone to read a copy of the previous meeting minutes.
5. Welcome any new members.
6. Coordinator Reports:
7. Discuss "Old Business". (Can usually be found on minutes from previous month.)
8. Report any news from the regional meeting and/or service area service meeting.
9. Discuss "New Business". Does anyone have any ideas or suggestions for the committee or any issues they need to have addressed regarding H&I?
10. Ask if you are forgetting anything or if someone has any comments or suggestions.
11. Close. | |