

HOSPITALS AND INSTITUTIONS SUB-COMMITTEE GUIDELINES
MONTEREY COUNTY AREA NARCOTICS ANONYMOUS
REVISED JULY 2016



I) PURPOSE

1. The Monterey County Area Hospitals and Institutions (H&I) Sub-Committee is responsible for carrying out the Narcotics Anonymous (NA) message of recovery into hospitals, institutions, and other facilities whose residents have restricted access to regular NA Meetings.
2. The H&I Sub-Committee will coordinate with Public Relations (PR) Sub-Committee to provide PR presentations to any facility that expresses a need for H&I services.

II) FUNCTIONS

1. Conduct a monthly sharing forum.
2. Elect a sub-committee of trusted servants.
3. Carry the message of NA and disbursed literature to facilities.
4. Coordinate with PR and Outreach to provide educational forums to the fellowship as needed and as budget allows on an annual basis.
5. All sub-committees of Hospitals & Institutions are required to attend all business meetings and give a report.
6. Hospitals and Institution Officers will attend the 1st Annual Pig Roast Committee business meeting to approve a new committee.

III) SUB-COMMITTEE POSITION DUTIES AND REQUIREMENTS

1. CHAIR

Chair Requirements

1. Two years of continuous time clean.
2. One year of prior H&I experience.
3. Six months of current activities with Monterey County, San Benito County H&I.
4. Ability to commit to one year of service to the sub-committee.

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5. A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts.

Chair Responsibilities

1. Facilitate monthly sharing forum.
2. Provide agenda and maintain order at monthly sharing forum (May share this responsibility with Vice-Chair)
3. Bring pertinent information and relevant for action by sub-committee to monthly sharing forum.
4. Entitled to vote only in the event of a deadlock on any one issue.
5. Contact any sub-committee member absent from two sharing forum meetings (May share this responsibility with Vice-Chair)
6. Insure that the Twelve Traditions and Twelve Concepts are followed at the monthly sharing forum.
7. Attend and submit a written report and spending report to the monthly Area Service Committee meeting.
8. Submit a written proposed budget to Area Service Committee in September of the calendar year.
9. Attend the bi-monthly Regional Sharing Forum and/or designate an H&I member to attend.
10. Maintain link of communications with all institutions that receive H&I services and meetings.
11. Appoint members to special committees when needed, i.e., Ad Hoc Committee or Pig Roast Committee.

2. VICE-CHAIR

Vice-Chair Requirements

1. Two years of continuous time clean.
2. One year of prior H&I experience.
3. Six months of current activities with Monterey County, San Benito County H&I.
4. Ability to commit to one year of service to the sub-committee.
5. A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts.

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Vice-Chair Responsibilities

1. Assume responsibilities of the Coordinator in the event of his/her absence.
2. Coordinate new meetings.
3. Assist in monthly sharing forum organization as outlined in agenda.
4. Insure that the Twelve Traditions and Twelve Concepts are followed at the monthly sharing forum.
5. Attend the monthly Area Service Committee in the absence of the Chair.
6. Provide annual visits to the facilities served by H&I Sub Committee for the purpose of reporting to the monthly sharing forum and/or offering assistance and support to the meeting Secretary.
7. Review all H&I Guidelines, rules, regulations and protocols to each facility.
8. Continuously provide training for the members of the Sub-Committee.
9. In the absence of Literature Chair, assume responsibility for ordering, inventorying and distribution of literature inventory by the use of written request forms and distribution at the conclusion of the monthly sharing forum meeting.

3. LITERATURE CHAIR

Literature Chair Requirements

1. Suggested two years of continuous time clean.
2. One year of prior H&I experience.
3. A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts.
4. Ability to commit to 13 mos. of service to the sub-committee.

Literature Chair Responsibilities

- a. Maintain an up to date inventory of Literature.
- b. Distribute NA approved H&I Literature to meeting Facility Coordinators via approved H&I Literature order forms made available at H&I Sub-committee monthly meetings.
- c. Maintain records for all incoming and outgoing literature.
- d. Archive all H&I Literature order forms for annual review in annually in July.
- e. Order and receive approved H&I Literature from Regional NA Office.
- f. All literature for H&I Monterey/San Benito County must be stamped prior to distribution.

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- g. Complete an annual physical inventor and report to the H&I Committee in annually in September.

4. SECRETARY

Secretary Requirements

1. Suggested one year of continuous time clean.
2. Two months of prior H&I experience.
3. A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts.
4. Ability to commit to 13 mos. of service to the sub-committee.

Secretary Responsibilities

- a. Attend all H&I Sub-Committee meetings.
- b. Keep an accurate set of minutes typed and available at all Sub-Committee meetings.
- c. Provide Chair person with approved minutes prior to ASC Meeting.
- d. Keep an archive of all Minutes and H&I, PI and Pig Roast copy of Guidelines.
- e. All literature for H&I Monterey/San Benito County must be stamped prior to distribution.
- f. Keep and active list of all meetings, days, times, coordinators emails, addresses, phone numbers and copy of signed Facility Rules.
- g. Provide a written agenda for monthly H & I meetings.

5. FACILITY COORDINATOR

Facility Coordinator Requirements

1. Suggested clean time: 2 years; and be cleared for the facility
2. One year prior H & I experience.
3. Ability to commit to H & I for 1 year.
4. Possess a strong NA message of recovery.
5. Has a working knowledge of Steps and Traditions.

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Facility Coordinator Duties

- a. Attends all sub-committee meetings.
- b. Maintains an ongoing link of communication between panel members, the facility, and the H & I sub-committee.
- c. Responsible for ensuring that all panel members and speakers comply with H & I guidelines, as well as facility regulations.
- d. Responsible for maintaining a written list of all pertinent facility rules and regulations.
- e. Responsible for maintaining and processing all clearance forms and requests, and keeping that information confidential and secure.
- f. Responsible for ensuring that all panel members and speakers carry the NA message of recovery.
- g. Submit a literature request form at Sharing Forum when picking up literature.
- h. Picks up literature only at monthly business meetings.
- i. Facility Coordinator holds an Annual Panel Member training with the help of Chair/Vice Chair.

6. PANEL MEMBERS

Panel Members Requirements

1. Suggested clean time: 6 months for hospitals; 2 years clean and 2 years out of the county jail system for county volunteers, and a minimum of 2 yrs. clean and 5 yrs. out of the system for state prison volunteers: may vary according to facility's institutional policies.
2. Ability to attend business meeting once a year.
3. Carries a strong NA message of recovery.
4. Has a working knowledge of the Steps and Traditions.

DUTIES:

- a. Responsible for complying with the H & I guidelines as well as faculty regulations.
- b. Responsible for carrying a clear NA message of recovery.
- c. Attends Secretary Training that is provided by Facility Coordinator.
- d. Work with Facility Coordinator to keep H & I approved literature for your H & I meetings.

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- e. Willingness to complete one year of service.
- f. It is a panel member's responsibility to keep meeting on track and/or redirect the meeting when it becomes non-recovery orientated.
- g. Maintain communication with H & I Facility Coordinator with any changes or issues that may affect the meeting.

IV. OPERATIONAL PROCEDURE:

- a. No H & I meeting should be instituted in any facility without the prior formal approval of the H & I sub-committee.
- b. All H & I meetings must present a clear NA message of recovery and uphold the Twelve Traditions of NA.
- c. H & I panel members and speakers shall use NA language when speaking at meeting level.
- d. Any sub-committee member attending two consecutive business meetings shall be considered a voting member.
- e. Any sub-committee member absent for two consecutive meetings may be subject to removal from his/her position by consideration of the H & I sub-committee.
- f. All H & I members should possess and be familiar with the H & I Handbook.