



## **Hospitals and Institutions Sub-Committee Guidelines**

### **Monterey County Area Narcotics Anonymous**

**October 2011**

#### **I. Purpose**

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

#### **II. Functions**

- A. Conduct a monthly sharing forum.
- B. Elect a sub-committee for trusted servants.
- C. Carry the message and disburse literature to all facilities.
- D. Coordinates with PI as to the education of the fellowship as needed and as budget allows on an annual basis.

#### **III. Sub-Committee Trusted Servant Position Duties & Requirements**

- A. Coordinator
  - 1. Suggested clean time: 2 years.
  - 2. One year prior H&I experience.
  - 3. Ability to commit for 1 year.
  - 4. Working knowledge of the Steps and Traditions.

5. Duties:

- A. Shall facilitate the monthly business meeting.
- B. Shall be responsible for directing relevant issues to the sub-committee at the monthly business meeting.
- C. Shall attend the bi-monthly regional sub-committee meeting and or designate a member to attend.
  - A. Shall submit a written report to the ASC.

B. Shall submit a written proposed budget by March of each year and actual final budget in September of each year.

C. Shall be aware of all matters affecting H&I in the Monterey/San Benito Area.

D. Shall file and maintain all correspondence to and from the sub-committee.

E. Shall contact any sub-committee member missing two consecutive business meetings to determine status.

- E. Shall be responsible for supplying literature chair with two to three months supply of literature.
  - a. Shall keep a record of literature inventory.
  - b. Shall be responsible for ordering all literature.

B. Literature Chair

- 1. Suggested clean time: 2 years.
- 2. One year prior H&I experience or literature experience.
- 3. Ability to commit for two years: one year as literature chair,, one year as Committee Coordinator if elected.
- 4. Possess A strong NA message of recovery.
- 5. Working Knowledge of the Steps and Traditions.
- 6. Duties:

- a. Assume the duties of the Committee Coordinator if the coordinator is unable to serve or until a new Committee Coordinator is elected.

- b. Distribute and inventory all H&I literature in their possession.

- c. Submit a literature report at each sub-committee meeting.

C. Secretary

- 1. Suggested clean time: 1 year.
- 2. Two months prior H&I experience.
- 3. Ability to commit to H&I for 1 year.
- 4. Possess a strong NA message of recovery.

5. Duties:

- a. Keep accurate set of minutes typed and available at all sub-committee meetings.
- b. Attend all sub-committee meetings.
- c. Submit approved minutes to Chairperson for archives.
- d. Maintain a list of all active sub-committee members.

D. Facility Coordinator

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 the Steps and Traditions.

6. 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 keep 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.

E. Panel Member

1. Suggested clean time: 6 months for hospitals; 2 years clean and 2 years out of the system: but may vary according to facility's institutional policies.
2. Ability to attend monthly sharing forum.
3. Possess a strong NA message of recovery.
4. Has a working knowledge of the Steps and Traditions.
5. Duties:
  - a. Responsible for complying with the H&I guidelines as well as facility regulations.
  - b. Responsible for carrying a clear NA message of recovery.

IV. Operational Procedure:

- A. No 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 Narcotics Anonymous.
- C. H&I panel members and speakers shall use NA language when speaking at meeting level.
- D. Any active 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 Subcommittee.
- F. All H&I members should be familiar with the H&I Handbook.