

1 **HEART OF NEW YORK AREA OF NARCOTICS ANONYMOUS**
2 **HOSPITALS & INSTITUTIONS SUBCOMMITTEE**
3 **GUIDELINES**
4

5 **DEFINITION AND PURPOSE:**

6 The Hospitals & Institutions Subcommittee of the Heart of New York Area Service Committee is
7 comprised of members of Narcotics Anonymous. Its purpose is: To carry the NA message of
8 recovery to addicts who do not have full access to regular Narcotics Anonymous meetings.
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10 This committee is a subcommittee of the Heart of New York Area Service Committee of
11 Narcotics Anonymous, and is directly responsible to that committee.
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13 **RESPONSIBILITIES OF THE SUBCOMMITTEE:**

- 14
- 15 1) Coordinate and facilitate H & I meetings of Narcotics Anonymous at hospitals and institutions
16 in the Heart of New York Area.
17
 - 18 2) Orientate new H&I Subcommittee members on the many aspects of H & I service work. This
19 includes all subcommittee officers, panel leaders, co-panel leaders, and panel speakers.
20
 - 21 3) Make NA literature available at the H&I meetings held within the area.
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 - 23 4) Be directly responsible to the Heart of New York Area Service Committee on a monthly basis,
24 apprising the ASC of monthly H&I activities.
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 - 26 5) Conduct a monthly business meeting.
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 - 28 6) All subcommittee activity shall be carried out in accordance with these guidelines and with
29 the Hospitals and Institutions Handbook published by Narcotics Anonymous World Services,
30 Inc. In case of a conflict, these subcommittee guidelines shall be followed.
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32 **OFFICERS:**

33 The officers of this subcommittee shall be made up of a chairperson, a vice-chairperson, a
34 secretary, and a literature coordinator.
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- 36 1) If the chairperson is not able to fulfill his or her responsibilities, or resigns, the vice-
37 chairperson shall automatically assume the responsibilities of chairperson until the ASC elects
38 a new chairperson.
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- 40 2) If the vice-chairperson cannot or will not act as H&I chairperson, the committee will nominate
41 and elect from within its members an acting H&I chairperson until the ASC fills the position.
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- 43 3) Any subcommittee officer who misses two consecutive regularly scheduled H&I
44 Subcommittee meetings, unless prior notification has been given to an officer of the
45 committee, is automatically removed from his or her position.
46
- 47 4) The election procedure for officers is as follows: nominations and qualifications are taken at
48 the December subcommittee meeting, the vote is taken at the January subcommittee meeting,
49 and the officers begin their terms at the February subcommittee meeting. Officer positions are

50 one year in duration. An officer may hold his or her position for a maximum of two
51 consecutive years.

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53 **QUALIFICATIONS AND DUTIES:**

54 **CHAIRPERSON:**

55 The chairperson shall be elected by the ASC in accordance with ASC guidelines.

56 Responsibilities include:

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- 58 1) Directing H&I Subcommittee activities in accordance with these guidelines, the ASC
59 guidelines, and the H&I Handbook.
- 60 2) Facilitating the H&I Subcommittee meetings. This shall include preparing an agenda for each
61 subcommittee meeting.
- 62 3) Maintaining a link of communication between the H & I Subcommittee and the ASC. This
63 shall include attending the regularly scheduled ASC meetings and making a monthly report to
64 the ASC.
- 65 4) Attending regional H&I Subcommittee meetings.
- 66 5) Organizing and facilitating H&I orientations.
- 67 6) Appointing new panel leaders and co-panel leaders in the case of a vacancy arising, pending
68 subcommittee approval of the choice.

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70 **VICE-CHAIRPERSON:**

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72 The clean time requirement for vice-chairperson is one year, plus a minimum of six months
73 experience in H&I service.

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75 **Responsibilities include:**

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- 77 1) Assisting the chairperson with H&I business.
- 78 2) Assuming the responsibilities of the chairperson in the event of the chairperson's absence.
- 79 3) Helping to coordinate H&I meetings by acting as panel coordinator. As a panel coordinator,
80 the vice chairperson shall oversee H&I meetings and communicate regularly with panel
81 leaders and co-panel leaders.

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83 **SECRETARY:**

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85 The clean time requirement for secretary is one year.

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87 **Responsibilities include:**

- 88 1) Taking and keeping minutes of all subcommittee meetings.
- 89 2) Copying and distributing those minutes.
- 90 3) Maintaining an updated speaker list that includes the names, phone numbers, and clean dates
91 of NA members who have been orientated for participation in H&I meetings.
- 92 4) Maintaining an attendance list for H&I Subcommittee meetings.
- 93 5) Maintaining a list of all voting members of the H&I Subcommittee.
- 94 6) Maintaining a list of facility contact information and copies of all guidelines, rules, and
95 regulations for all facilities where H&I meetings are held.

96

97 **LITERATURE COORDINATOR:**

98 The clean time requirement for literature coordinator is one year.

99 **Responsibilities include:**

- 100 1) Managing disbursement of literature for H&I meetings.
101 2) Keeping a continuing record of literature distributed to panel leaders.
102 3) Making a report at the regular H&I Subcommittee meetings on the literature distributed.
103 4) Working with the chairperson to ensure that the appropriate literature is obtained from the ASC.
104 5) Communicating with the ASC treasurer and ASC literature chairperson as necessary to ensure
105 That H & I literature requests are prudent.
106 6) Providing a yearly audit of the literature disbursed by the H&I Subcommittee.

107
108 **PANEL LEADER:**

109 The clean time requirement for panel leader is one year.

- 110
111 1) A panel leader commitment is one year in duration. An H & I panel leader may hold his or her
112 position at a given facility for a maximum of two consecutive years. In the event that no
113 qualified H&I member is available to assume the position of panel leader at a given facility,
114 an H&I panel leader may serve additional terms as necessary.
115
116 2) Panel leaders must be approved by a majority vote of the H&I subcommittee. The vote shall
117 be taken at a regularly scheduled H&I subcommittee meeting. In the case of an emergency,
118 the H&I chairperson may appoint a temporary panel leader until the subcommittee is able to
119 vote.
120
121 3) Any panel leader who misses two consecutive H&I meetings at which he or she has a
122 commitment is automatically removed from his or her position unless prior notification has
123 been given to an officer of the committee. In addition, any panel leader who misses two
124 consecutive H&I Subcommittee meetings is automatically removed from his or her position
125 unless prior notification has been given to an officer of the committee.
126

127 **Responsibilities include:**

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129 1) Conducting H&I meetings in accordance with the policies of the H&I Subcommittee and the
130 rules of the facility. The panel leader serves as the point of accountability for the H&I meeting
131 at which they hold a position.
132 2) Making arrangements for speakers from the H & I speaker list to participate in the H & I
133 meetings.
134 3) Attending and presenting a written report at the regularly scheduled H&I Subcommittee
135 meetings. The report shall include a list of the panel speakers who took part in the H & I
136 meeting, the approximate number of people who attended the H&I meeting, a summary of the
137 literature disbursed, and any problems encountered at the H&I meeting.
138 4) Acquiring literature from the H&I literature coordinator.
139 5) Communicating regularly with the H & I Subcommittee vice-chairperson informing him or
140 her of any problems with the H & I meeting.
141 6) Being aware of general H&I Subcommittee business. If a panel leader is unable to attend a
142 regularly scheduled H&I Subcommittee meeting, it is the panel leader's responsibility to
143 contact an officer of the subcommittee for a summary of that meeting.
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145 **CO-PANEL LEADER:**

146 The clean time requirement for co-panel leader is one year.

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- 148 1) A co-panel leader commitment is one year in duration. An H&I co-panel leader may hold his
149 or her position at a given facility for a maximum of two consecutive years. In the event that no
150 qualified H & I member is available to assume the position of co-panel leader at a given
151 Facility, an H&I co-panel leader may serve additional terms as necessary.
152
- 153 2) Co-panel leaders must be approved by a majority vote of the H&I subcommittee. The vote
154 shall be taken at a regularly scheduled H&I subcommittee meeting. In the case of an
155 emergency, the H&I chairperson may appoint a temporary co-panel leader until the
156 subcommittee is able to vote
157
- 158 3) Any co-panel leader who misses two consecutive H&I meetings, at which they have a
159 commitment is automatically removed from his or her position unless prior notification has
160 been given to an officer of the committee. In addition, any co-panel leader who misses two
161 consecutive H&I Subcommittee meetings is automatically removed from his or her position
162 unless prior notification has been given to an officer of the committee.
163

Responsibilities include:

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- 166 1) Assisting the panel leader with all aspects of the H&I meeting.
167 2) Assuming the responsibilities of the panel leader in the event of the panel leader's absence.
168 3) Attending the H&I Subcommittee meeting.
169 4) Communicating regularly with the vice-chairperson informing him or her of any problems
170 with the H&I meeting.
171

PANEL SPEAKERS:

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174 The clean time requirement for panel speaker is six months. Panel speakers shall be orientated in
175 accordance with the H&I Subcommittee guidelines. He or **she shall must be cleared** by
176 individual facilities whenever necessary.
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Responsibilities include:

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- 180 1) Completing the orientation procedure of the H&I Subcommittee.
181 2) Being familiar with the H&I meeting format.
182 3) Being familiar with facility rules and regulations prior to attending an H&I meeting at that
183 facility.
184 4) **Being able to share a clear message of NA recovery (for example, identifies as an addict, uses**
185 **NA language, and avoids glorifying using days).**
186

ORIENTATION:

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- 189 1) The purpose of orientation is to inform NA members of the guidelines for H&I meetings.
190 Orientation is required prior to any participation in an H&I meeting. H&I orientation shall
191 include material from the H&I Handbook (for example, the Dos and Don'ts) and may include
192 additional material pertaining to H&I service.
193 2) H&I orientations shall be facilitated by the H&I chairperson or vice-chairperson plus a
194 minimum of one additional H&I member who is currently an H&I officer, panel leader, or co-
195 panel leader.

196 3) H&I orientations shall be held at learning days, which shall be scheduled according to the
197 ASC guidelines. Additional orientations may be scheduled as necessary by the H & I
198 chairperson or vice-chairperson.
199

200 **H & I MEETINGS:**

201
202 1) H&I meetings shall be conducted in accordance with these guidelines and with the Hospitals
203 and Institutions Handbook. H&I meetings are conducted using a format appropriate for the
204 facility in which the meeting is held.
205

206 2) H&I meetings shall be facilitated by a panel leader and co-panel leader. The panel leader and
207 co-panel leader shall make arrangements for panel speakers listed on the H&I speaker list to
208 participate in H&I meetings. A total of three H&I members shall attend each H&I meeting:
209 the panel leader, the co-panel leader, and a panel speaker.
210

211 **VOTING PROCEDURES:**

212 Guidelines for voting within the H&I Subcommittee include:
213

214 1) To become a voting member of the H & I Subcommittee, a NA member must attend two
215 consecutive H & I Subcommittee meetings. Voting privileges take effect at the third meeting.
216 Voting privileges are lost if the member misses two consecutive H&I Subcommittee meetings
217 unless prior notification has been given to an officer of the committee.
218

219 2) The subcommittee chairperson has no vote except in the case of a tie.

220 3) All motions brought to the floor will not be voted on until the next meeting, unless deemed an
221 emergency, in the case of an emergency the vote will be taken by the voting members who are
222 present.

223 **LITERATURE DISBURSEMENT:**

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225 Literature disbursed to the H&I Subcommittee by the ASC shall be distributed to the panel
226 leader or co panel leader for each H&I meeting by the H&I literature coordinator at the regularly
227 scheduled H&I Subcommittee meetings. The distribution of literature by the H&I literature
228 coordinator shall take the following into account:
229

230 1) The type of facility in which the H&I meeting is held (for example. jail or hospital).

231 2) The number of people who attend the H&I meeting.

232 3) The frequency of the meeting (for example, weekly, biweekly, or monthly).
233

234 **GENERAL INFORMATION:**

235 1) Any member of the H&I Subcommittee is automatically disqualified from further H&I
236 activity upon relapse, but may again become eligible when he or she conforms to the
237 requirements in these guidelines. Being clean for the purposes of this H&I Subcommittee
238 shall be defined as complete abstinence from all drugs.

239 2) Any NA member who is involved with a given facility on a professional or volunteer basis
240 shall not participate in panels serving that facility. This is intended to avoid possible conflict
241 and the resulting damage to:

242 (a) the inmates or patients inside, or

243 (b) the working ability and privilege of the subcommittee to carry the message inside the
244 facility. For these same reasons, no H&I member will interfere with or use influence
245 in any facility, court, or hospital, nor with any judge, doctor, probation or parole

- 246 office. Further, H&I members will not make any comments or promises regarding
247 employment, parole, probation, or medical problems. We carry only the message of
248 Narcotics Anonymous: recovery from addiction through our spiritual program. Of
249 course, these members may participate in panels going to other facilities.
- 250 3. Printed instructions, which will include these guidelines and which shall be compiled and
251 edited to fit the specific requirements of each separate facility where appropriate, shall be
252 furnished by the H & I subcommittee to all subcommittee officers, panel leaders, and co-panel
253 leaders so that they will have full knowledge of their responsibilities in connection with their
254 individual commitments.
- 255 4. The H&I Subcommittee exists to share the Narcotics Anonymous message - our experience,
256 strength and hope. H&I members should try to get residents involved with H&I meetings
257 through reading material as well as through direct sharing.

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