



San Fernando Valley  
Area Service Committee  
Hospitals & Institutions  
Subcommittee Guidelines

*Approved/Adopted by SFVASCNA November 11, 2007*



**San Fernando Valley Area  
Hospitals and Institutions Subcommittee  
of Narcotics Anonymous  
Guidelines for Service**

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**1. Definition**

The San Fernando Valley Area Hospitals and Institutions Subcommittee of Narcotics Anonymous is a standing subcommittee of the San Fernando Valley Area Service Committee (ASC). It is made up of volunteer members from Narcotics Anonymous groups in the area.

**2. Hospitals and Institutions**

These are defined as facilities which either incarcerate persons who may be addicts or facilities that have a goal of helping addicts to live clean as responsible and productive members of society.

H&I does not assume responsibility for any panel/meeting/presentation in a facility when that panel/meeting/presentation is conducted by anyone other than the H&I subcommittee.

**3. Purpose**

The purpose of an H&I panel/meeting/presentation is to carry the message to addicts in hospitals and institutions who do not have full access to regular Narcotics Anonymous meetings. H&I panels/meetings/presentations, except for those in longer-term facilities, are intended simply to introduce those attending to some of the basics of the NA Program.

**4. Literature**

Only Narcotics Anonymous conference-approved literature, digital audio or tapes, Reaching Out, and the NA Way magazines may be taken into a facility by H&I. Literature or any of these other items will be distributed by the literature coordinator as set forth under that job description. Meeting schedules may be taken in to some facilities. However, only conference-approved literature should be used in panels/meetings/presentations.

**5. Business Meetings**

Business meetings shall be held not less than once a month at a time and place designated by the membership. No business meeting shall last for more than one and-one-half hours, except by vote of the members present to extend this time limit.

**6. Agenda**

The agenda of each meeting shall be as follows:

- A. Serenity Prayer/Opening
- B. Twelve Concepts
- C. Statement of Purpose and Clarity Statement
- D. Welcome New Members/Orientation

- E. Function of the SFV H&I Subcommittee
- F. Minutes/panel Reports
- G. Chairperson Report
- H. Literature Disbursement Report
- I. Old Business
- J. New Business
- K. Announcements
- L. Serenity Prayer/Closing

## **7. Membership**

Any member of Narcotics Anonymous may become a member of SFV Area H&I by attending the monthly business meeting and identifying.

All members are bound to comply with the clean time requirement of six months for H&I service eligibility, and carry a clear NA message of recovery.

## **8. Voting**

Any member having attended two previous business meetings within the past six months is eligible to vote at business meetings.

## **9. Elections**

Nominations and elections for elected officers shall be held annually during the H&I meeting that precedes the May ASC meeting (This is usually the April H&I meeting, but sometimes the May H&I meeting precedes the May ASC meeting). The H&I Subcommittee elects all positions except chairperson, who is nominated by H&I and must be elected by the SFV Area ASC.

The H&I Chairperson shall announce nominations and elections during the H&I Subcommittee meeting at least one month prior to nominations and elections taking place.

## **10. Elected Officers**

Members of this H&I subcommittee shall be elected each year to fill the following positions:

- A. Chairperson (by ASC)
- B. Vice chairperson
- C. Secretary
- D. Literature Coordinator

In all cases, the term of office is one year. All candidates for elected office must meet the qualifications stipulated in these guidelines. An officer may resign at any time. When an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the chairperson and approved by the H&I subcommittee at the next business meeting. Officers may serve only two consecutive terms.

## 11. **Appointed Positions**

As necessary, individuals may be appointed by the chairperson in agreement with the vice chairperson to positions that fulfill a particular need.

## 12. **Steering Committee/Administration Committee**

The steering committee consists of all elected officers, the immediate past chairperson and all members serving in appointed positions. It is the responsibility of this committee to oversee the operation of the SFV Area H&I Subcommittee. This committee as a whole serves within the spirit of Tradition Two: *For our group purpose there is but one primary authority, a loving God as he may express himself in our group conscience. Our leaders are but trusted servants they do not govern.*

This committee shall meet as necessary. The time and place shall be at the discretion of the chairperson. However, any member of the SFV Area H&I Subcommittee may request that the chairperson call a special meeting of the committee.

## 13. **H&I Panels**

The purpose of an H&I panel/meeting/presentation is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. This is accomplished through the operation of panels that visit facilities on a regular basis. These panels are usually made up of (1), a panel leader, and (2), one to three panel members.

## 14. **Recovery Requirements**

Any member of Narcotics Anonymous who wishes to participate in an H&I meeting/presentation in an institution, must have sufficient clean time to qualify under the requirements of the subcommittee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from the subcommittee.

The Following recovery requirements are strongly recommended:

Chair	3 years
Vice Chair of H&I	2 years
Appointed position	1 year
Literature Coordinator	1 year
Panel Chairperson	1 year
Panel Leader	1 year
Panel Member	6 months

All elected officers, those serving in appointed positions, and panel chairpersons shall attend the regular monthly business meetings of SFV Area H&I Subcommittee.

If a panel chairperson or their representative misses three monthly business meetings in succession he/she may be removed from the duty of chairing that panel. Any member dropped from an assignment may be reinstated by a vote of the SFV Area H&I Subcommittee members.

## 15. Responsibilities and Duties

The responsibilities of each active member of SFV Area H&I Subcommittee are set forth below

### A. Chairperson

1. Coordinates all SFV Area H&I activities.
2. Presides at all regular, special and general subcommittee meetings.
3. Handles all public relations contacts involving policy matters and/or interpretations at the public level, that pertain to SFV Area H&I. This will be done with the direct cooperation of the SFV Area PI subcommittee.
4. Is responsible for interchange of correspondence at the public level, as well as all correspondence within SFV Area H&I which involves policy matters.
5. Makes regular reports to the SFV Area H&I subcommittee on the status of all current or completed projects.
6. May at any time visit any meeting/presentation at any facility for a purpose beneficial to SFV Area H&I, including offering assistance to panel participants.
7. Shall attend, represent SFV Area H&I, and provide written reports at the monthly meetings of the SFV ASC.
8. Shall attend the Southern California Regional H&I subcommittee meetings.
9. Read and be knowledgeable of the SFVASCNA guidelines and the NAWS H&I Handbook.
10. This subcommittee is provided a budget and does not handle money. It is the Subcommittee Chairperson's responsibility to stay within the allotted budget.
11. Provide yearly projected budget to ASC Treasurer by December of each calendar year.

#### **Additional ASC requirements for this position:**

- a. Three years clean.
- b. Service experience at least one year at the area level.
- c. H&I committee experience suggested.

### B. Vice Chairperson

1. In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
2. Works closely with the chairperson.
3. May at any time visit any meeting/presentation at any facility for any purpose beneficial to SFV Area H&I, including offering assistance to panels.

4. Attends the regular meetings of the SFV Area H&I Subcommittee.
5. Works with the panel leaders to assure that volunteers are placed as panel members.

#### C. Secretary

1. Keeps a complete record in the form of minutes of every regular, special, and general subcommittee meeting.
2. Keeps a complete and updated panel member list with the names, addresses, and telephone numbers of all current SFV Area H&I members.
3. Shall keep a continuing roster of monthly attendance at the business meetings.
4. Sends notice or makes telephone calls for special meetings.
5. Maintains all necessary stationary supplies and prepares correspondence as needed.
6. Keeps a file of all such correspondence.
7. Shall type and prepare any materials necessary for distribution to members of SFV Area H&I Subcommittee.
8. Shall attend the regular meetings of the SFV Area H&I Subcommittee.
9. Should be computer literate and have access to email.

#### D. Literature Coordinator

1. Shall fill literature orders from the panel leaders.
2. Shall keep a continuing record of literature distributed to panel leaders.
3. Shall make a report at the regular SFV Area H&I Subcommittee meetings on literature distributed.
4. Shall work with the chairperson to ensure that necessary literature is obtained from the SFV ASC as per the SFV Area H&I Subcommittees budget.
5. Shall audit distribution process on an ongoing basis to ensure that requests for literature from panel leaders are prudent..

#### E. Panel Chair

1. Panel Chair (or their representative) shall attend monthly SFV Area H&I Subcommittee meetings, keep in close contact and work with the subcommittees elected officers and the panel leaders for the meetings/presentations for which he/she is the chair.
2. The panel chair will contact each panel leader montly to get a report to ensure that the panel is being attended and to get a report for the H&I Subcommittee.
3. Shall communicate with the contact person for each facility .
4. Shall make sure that panels are filled for scheduled meetings for which he/she is the panel chair.
5. May resign by giving notice to the SFV Area H&I subcommittee.
6. Shall keep all panel leaders informed of the rules of the facility and any rule changes.

#### F. Panel Leader

1. Shall conduct H&I panels/presentations in the facility being served according to H&I guidelines and the facility's rules.
2. Shall inform the panel chair well in advance when unable to conduct a regularly scheduled panel.
3. Shall invite all panel members to the panel and inform them of all the rules of the facility and the procedures for conducting the panel.
4. Shall be responsible for panel members in the meeting.
5. May resign by giving notice to the SFV Area H&I subcommittee.
6. May be removed from panel assignment because of absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.

G. Panel Member

1. Shall participate on the H&I presentation as requested by the panel leader.
2. Shall adhere to the rules of the facility and remember that he/she is an example of recovery in Narcotics Anonymous and should conduct himself/herself responsibly.

**16. Misconduct and Removal**

- A. Misconduct is defined by the SFV ASC as any action contrary to the Twelve Traditions of NA, the Twelve Concepts of NA Service, the guidelines of the SFVASC, the guidelines of a SFVASC Subcommittee or Ad hoc (if applicable), or violation of California state or US federal law to the extent that such misconduct is detrimental to the NA Fellowship. This includes conduct that creates a benefit to a member or outside enterprise to the detriment of the NA Fellowship.
- B. Any member or officer of the H&I Subcommittee may be removed by the subcommittee for misconduct by a two-thirds vote of the H&I Subcommittee, except for the Chairperson. The H&I Chair must be removed by the SFV ASC.
- C. A member or officer who feels they have been removed unfairly may appeal to the SFV ASC by employing the NA Tenth Concept.

**17. Additional Guidelines**

- A. Ex-residents of a correctional institution must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and SFV Area H&I, to enter a county correctional facility.
- B. It shall be the responsibility of the panel leader to insure that all people attending any SFV Area H&I panel/presentation fulfill the necessary requirements and that all are familiar with these guidelines and procedures.
  1. It is suggested that all members maintain a current NAWS [H&I Handbook](#).
  2. It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
  3. It is unacceptable to give money to or take money from a resident.

4. Panel participants are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and is generally all they want. Facility staff should be notified prior to gifts being received. Panel members are not to accept articles made by residents to be sold on the outside.
5. It is unacceptable to give to or take from any resident any correspondence of any type while visiting the facility.
6. Panel participants should not discuss employment, lodging, request special favors, etc. (either the promise of "looking for" or the securing of) for the residents of the facility.
7. Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility and by many of the residents.

Always remember we are guests of the facility and therefore must comply with their wishes.

- C. These guidelines and procedures are submitted for the guidance of the SFV Area H&I membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals. Any unusual situation that might arise should be discussed with the elected officers of SFV Area H&I who, in turn, will take steps to get clarification from the facility authorities. Individual members of SFV Area H&I should not attempt to discuss any problems encountered in a panel/presentation with the personnel of the facility in question. This is the responsibility and duty of the panel chair. Adherence to these guidelines will minimize confusion and misunderstanding within the SFV Area H&I membership itself and with the facilities we serve.
- D. Failure to comply with any facility's regulations could result in the cancellation of the H&I panel/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by their statutes. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember, your actions reflect not only on yourself, but on Narcotics Anonymous as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you, the subcommittee, and other members of NA.  
  
It is very important to review all of the foregoing with any guest being taken to any SFV Area H&I panel/meeting/presentation.
- E. The SFV H&I Subcommittee utilizes the current version of the [\*Hospitals and Institutions Handbook\*](#) as a reference and resource to carry out our mission and in the development of these guidelines.
- F. Members of SFV H&I Subcommittee should read and be familiar with the information contained in the document entitled [\*Additional Resources\*](#) as part of their orientation to the subcommittee.
- G. These guidelines may be waived by a two-thirds vote of the SFV H&I Subcommittee; they may be amended by a two-thirds vote of the SFV ASC.