

San Francisco Area of Narcotics Anonymous Hospitals and Institutions Subcommittee Guidelines

Approved at Area Service Committee Meeting, September 2013

“The ultimate goal of H&I work is to get our message of recovery to any addict whose attendance at regular NA meetings is restricted. A strong and stable H&I subcommittee, with support and willingness from the local NA community, is crucial...

“H&I committees are subcommittees of the area or regional service committee, and as such are directly accountable to that committee in all matters. Subcommittee are not autonomous; they are established by areas and regions to service a specific need. Budgets, new guidelines, and reports of the subcommittee's work should be submitted for approval to the appropriate service committee.”

From the Introduction to the Narcotics Anonymous Hospitals & Institutions Handbook, December 11, 1996

These H&I (Hospitals & Institutions) Guidelines have been developed for the SFASC (San Francisco Area Service Committee).

Purpose of SFASC H&I Subcommittee

The purpose of SFASC H&I Subcommittee is to carry the NA (Narcotics Anonymous) message of recovery to addicts housed in facilities where access to regular NA meetings is restricted or limited. These facilities are usually located in San Francisco with the exception of the SF County Jail meeting which is located in San Bruno, California.

We accomplish this by establishing panels of NA recovering addicts to lead meetings and distribute literature in these facilities.

SFASC H&I Subcommittee has a tradition of open communication, support, and involvement in Northern California Regional and World H&I Services.

Responsibilities of SFASC H&I Subcommittee

1. Ensure the Twelve Traditions and Twelve Concepts of NA are used to guide subcommittee meetings.
2. To carry the NA message of recovery and to distribute literature to all facilities through our H&I panels.
3. Ensure that a clear NA message of recovery reaches addicts in facilities where H&I meetings have been established.
4. Work closely with the SFASC Public Relations Subcommittee to ensure all requests for information are referred to and answered by the appropriate subcommittee as quickly as possible.
5. Maintain a working relationship with the NCRSC (Northern California Regional Service Committee) and other H&I Subcommittees in the region.

Functions of SFASC H&I Subcommittee

1. Provide H&I meetings and literature to facilities in the San Francisco Area.
2. Elect officers to coordinate SFASC H&I activities.
3. Conduct a monthly H&I business meetings at a regular, agreed upon, time and place.
4. Maintain a Master H&I Meeting calendar (roster) which includes the names and contact information for those responsible for coordinating various aspects of the meetings; coordinators, panel leaders, and secretaries.
5. Provide an orientation session to new members using SFASC developed orientation materials.
6. Encourage facilities served by H&I to purchase their own NA literature.

Participants of SFASC H&I Subcommittee

Elected Officers

Chairperson
Vice Chairperson

Secretary
Literature Coordinator

Members

Panel Coordinators

- Hospitals
- Jails
- Recovery Houses
- Detox Centers

Panel Leaders

Secretaries

Special Subcommittee Members: Those who regularly attend the monthly H&I Subcommittee Meeting.

Events Coordinator

Group Conscience and Voting

Motions and formal votes are used for elections, policy changes, requests for funds, and removal of officers for reasons other than attendance.

Subcommittee decisions are best determined by group conscience

Voting may also be used to resolve issues where a group conscience cannot be reached.

A motion is voted on after it is seconded. If the motion is not seconded, it dies. The Chairperson may limit the discussion prior to voting on a motion to two pros and two cons.

Eligible voters on the H&I Subcommittee include: officers, panel coordinators, panel leaders, secretaries and other members after attending three consecutive meetings.

Votes will be taken as a show of hands unless a special ballot is requested.

In the case of a tie vote, the Chairperson casts the deciding vote if no group conscience can be met.

Election of Officers

Elections of new officers will be held the month prior to the end of the previous officer's term.

The Chairperson is nominated by the H&I Subcommittee and elected by the SFASC.

In case of resignation by the Chairperson, the Vice Chairperson becomes acting Chairperson until the SFASC approves a new nomination from the H&I Subcommittee.

Removal of Officers

Officers are automatically removed if absent from three consecutive H&I monthly subcommittee meetings with no explanation.

No office shall be held for more than two consecutive terms.

Any officer may be removed from office, for cause, by a majority vote of active members and officers present.

General Requirements

All persons serving at the SFASC H&I should have a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts; willingness and resources necessary to serve; ability to provide leadership as a trusted servant of the SFASC H&I bearing in mind that we must always strive to place principles before personalities, and be of legal age.

Requirements for H&I Members

SFASC H&I Members must be NA members in good standing. Being clean for the purpose of H&I shall be defined as complete abstinence from all drugs, however we may also refer to “In Times of Illness” and bulletin #29 at www.na.org for further clarification.

Removal of Panel Members

Members who fail to abide by the rules and requirements of the facility being served shall receive one consultation. If the behavior recurs, they will be sanctioned by the SFASC H&I Subcommittee and relieved of their H&I service position(s) for six months.

Members who relapse no longer meet the requirement for membership.

Officer Requirements and Duties

Chairperson: Term – One Year

Chairperson has the responsibility for the overall guidance, functioning, and success of SFASC H&I during their term.

Requirements

- Two years continuous clean time.
- Active member of H&I for six months.

Duties

- Sets and monitors yearly goals and budget for SFASC H&I Subcommittee.
 - Conducts a planning meeting with the subcommittee to set the goals and budget.
- Ensures all requests made to H&I are answered promptly.
- Prepares an agenda and facilitates the monthly SFASC H&I meetings.
 - Keeps order in the meeting.
 - Keeps discussion on the topic.
 - Ensures the Traditions are upheld in all matters.
- Works with Vice Chairperson and other subcommittee members to ensure H&I representation at:
 - SFASC monthly Area meetings
 - Northern California H&I Regional meetings
 - SFASC monthly H&I Subcommittee meetings
 - SFASC monthly Joint Administrative Committee (JAC) meetings
- Supplies written monthly report to SFASC regarding all subcommittee business:
 - Budget expenditures
 - Value of literature on-hand
 - Amount requested for H&I literature for upcoming month
 - Relevant information from Regional and Area H&I meetings
- Works with Public Relations on presentations when required.

Vice Chairperson: Term – One Year

Vice Chairperson works closely with Chairperson to understand and help facilitate the overall guidance, functioning, and success of SFASC H&I Subcommittee during their term.

Requirements

- Two years continuous clean time.
- Active member of H&I for six months.
- Expectation of succeeding the H&I Chairperson.

Duties

- Works with the Chairperson to maintain the smooth operations of the subcommittee.
- Assumes the Chairperson's duties in their absence.
- If the office of Chairperson becomes vacant, serves as the Chairperson until confirmed by the SFASC or until a new Chairperson is elected.
- Attends all H&I Subcommittee meetings.
- Responsible for conducting new member orientation.
- Willingness to attend Northern California H&I Regional Meeting, and monthly SFASC JAC and Area meetings.
- Shares responsibility for ensuring all requests made to H&I are answered promptly.
- Works with Public Relations on presentations when required.

Secretary: Term – One Year

Secretary has the responsibility for producing an accurate set of minutes and current roster at each monthly meeting.

Requirements

- One year continuous clean time.
- Active member of H&I for six months.

Duties

- Takes notes at the monthly SFASC H&I Subcommittee meetings.
- Updates meeting roster information, including available open spots.
- Distributes meeting minutes and roster at the monthly subcommittee meetings.
- Keeps an updated contact list of active members.
- Maintains an ongoing file/archive of all correspondence and minutes to be included in the Area archives.
- Coordinates document storage with responsible SFASC Area/ASO archivist

Literature Coordinator: Term – One Year

The Literature Coordinator has the responsibility to order, coordinate and distribute NA conference-approved literature and any other items the subcommittee uses in carrying the message, to H&I Members.

Requirements

- One year continuous clean time.
- Active member of H&I for six months.

Duties

- Attends monthly SFASC H&I Subcommittee meetings to distribute literature.

- Maintains current inventory of all literature distributed by the H&I Subcommittee.
- Submits a monthly report including:
 - Detailed inventory and value of literature on-hand
 - Value of the literature distributed
- Obtains keys to the literature storage area from the SFASC ASO Office Manager and returns them at the end of their term.
- Distributes literature to coordinators, panel leaders, and members as requested.
 - Explains the process and forms required to get literature.
- Submits timely monthly literature orders to the NCRSO.
- Stays within the prescribed monthly budget for the current year, as determined by the SFASC.
- Responsible for ensuring that all H&I literature is stamped with the San Francisco H&I stamp.

Works with Coordinators to send letters to H&I facilities where there is a budget for literature.

Events Coordinator: Term – One Year

Events Coordinator has the responsibility to maintain a communication link between H&I, other Area subcommittees, working groups and meetings for opportunities to have an H&I table/presence to help the fellowship at large understand what H&I does and how they can participate.

Requirements

- Six months continuous clean time.
- Active member of H&I.

Duties

- Attends monthly SFASC H&I Subcommittee meeting.
- Contacts Activities Working Group for opportunities to participate.
- Contacts Unity Day Working Group regarding H&I participation in the annual SFASC Unity Day event.
- Contacts P.R. for opportunities to participate.

Panel Coordinators for Jails, Recovery Houses, Detox Centers and Hospitals: Term – One Year

The panel coordinators have the responsibility to see that the panel leaders understand the facility requirements for meetings. Coordinators have overall responsibility for ensuring the success of the meetings by working with the panel leaders to guarantee scheduled meetings have a secretary.

Requirements

- One year continuous clean time.
- Active member of H&I for six months.

Duties

- Attends all monthly SFASC H&I Subcommittee meetings.
- Understands and manages the clearance process for Panel Leaders and Secretaries.
- Overall responsibility for ensuring that Panel Leaders are successful.
- Supports facilities when there are vacant Panel Leader positions. Supports facilities where Panel Leaders are not available/positions are vacant.
- Troubleshoots problems with the facilities.
- Collects roster updates from Panel Leaders for monthly update/report.
- Calls facilities to determine if they have a literature budget. If they do:

- Works with the Literature Coordinator sending out written requests to institutions to buy Narcotics Anonymous literature and follow-up.

Panel Leaders: Term – One Year

The panel leaders have the responsibility to see that the meetings/presentations are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facility. They act as the liaison between the Secretaries and the facility (jails, recovery houses, detox centers, and hospitals). They are responsible for making sure Secretaries are successful by ensuring they understand what to do and how to run their facility meetings.

Requirements

- One year continuous clean time.
- Active member of H&I for six months

Duties

- Attends all monthly SFASC H&I Subcommittee meetings.
- Ensures all meetings have Secretaries.
- Ensures new Secretaries get oriented to their new facility in a timely fashion.
- Responsible for all the meetings in their panel.
- Responsible for keeping the Coordinator informed of any problems with the facility and status of meetings.
- Makes sure Secretaries have literature.
- Responsible for receiving and understanding a copy of the rules for the facility.
 - Responsible for passing on this information to the Secretaries and helping them understand the material.

Secretaries: Term – One Year

Panel members act as “secretary” once a month in an H&I facility. They are the H&I “front line” and represent Narcotics Anonymous in a facility. No Secretary may take a meeting into a facility where they work as a volunteer or professional or have family members housed. In meetings of one sex only (all male or all female meetings), only Secretaries and speakers of that same sex should participate.

Jail Secretaries have additional responsibilities and restrictions which are included in the descriptions below.

Requirements

- Six months continuous clean time
- Jail panel members:
 - One year continuous clean time
 - Must not be on parole or probation, and have no active warrants.

Duties

- Ensures meeting(s) start and end on-time
- Understands the facility rules and makes sure the meetings conform.
- Attends their meeting every month
- Gets an appropriate NA speaker every month
 - Jail panel leaders must clear their speakers before the meeting.
 - Jail speakers must not be on parole or probation, and have no active warrants.

- Notifies the Panel Leader or Coordinator of any change in status of the meeting or problems at the facility immediately.
- Responsible for making sure there is literature, including current meeting schedules, for the meeting by either notifying the panel leader or coming to the monthly SFASC H&I Subcommittee meeting, filling out the forms, and picking up the literature.
- Attends SFASC H&I monthly subcommittee meetings every other month.
- Attends their facility meeting(s) with another recovering addict who has at least six months clean. If at the last minute no other addict is available, the Secretary is encouraged to hold the meeting anyway.
- Informs speakers of their responsibilities and facility rules.
- Encourages attendee participation through reading materials and sharing.
- Does not interfere with or use influence in any facility, court or hospital, nor with any judge, doctor, probation or parole officer.
- Makes no comments or promises regarding employment, parole, probation or medical problems.
- Clearly defines our role as NA members in a facility with no opinions on outside issues or programs.

End of SFNA H&I Guidelines September 2013