

# **H&I**

## **SUBCOMMITTEE**

### **GUIDELINES**

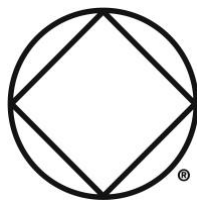
*Shevana Area*

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## **Twelve Traditions of Narcotics Anonymous**

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

**SHEVANA AREA HOSPITALS & INSTITUTIONS  
SUBCOMMITTEE GUIDELINES**

As Amended September 2019

**I. PURPOSE**

The SheVANA Area Hospitals & Institutions Subcommittee is responsible to carry the Narcotics Anonymous message of recovery into hospitals and institutions where addicts do not have full access to regular N.A. meetings.

The Hospitals & Institutions (H&I) Subcommittee initiates, conducts and coordinates all H&I meetings in the Area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

Here is what the subcommittee does:

1. Provides a monthly forum to pool experiences. "I can't - we can."
2. Prepares H&I policies and guidelines for the H&I subcommittee's and the ASC's approval.
3. Serves as a communications link between local H&I meetings/presentations and H&I subcommittees at the regional and world levels.
4. Selects the members who are to conduct the H&I meetings.
5. Serves as a distribution point for literature for the meetings and reports these transactions to the ASC.
6. In cooperation with PR, makes all initial contact with facilities.
7. Conducts learning days, workshops, and orientations on relevant topics.
8. Is responsible for all H&I-oriented services within the area.

**Subcommittee requirements:**

- New members must attend two consecutive subcommittee meetings before they are considered active members and eligible to be part of a panel.
- All active H&I members must attend at least 1 H&I Subcommittee meeting every quarter (3 months).
- If an active member misses 2 consecutive quarters (6 months) of H&I subcommittee meetings without communication with the Panel Coordinator(s) regarding their absences, their status will become inactive. This information will be reflected in the Panel Coordinator(s) report.
- To become active again the member must attend 2 consecutive Subcommittee Meetings.
- For each person who attends the subcommittee for the first time ever, the Chair shall select a more experienced member of the committee to be a mentor for the new member.

**II. SUBCOMMITTEE TRUSTED SERVANT POSITIONS**

**General Provisions**

- Elections for all trusted servant positions, except the Chairperson, take place at the January meeting or whenever there is a vacancy. Elected trusted servants will take new positions at the next subcommittee meeting after elected. In the interval, the outgoing trusted servants should mentor the incoming trusted servant.

- All trusted servants, except the Chairperson, must have one (1) year of clean time when elected to the position and an NA message of recovery. The Chairperson must have 18 month clean.
- All elected trusted servants must attend all subcommittee meetings and provide a written report that they shall read at the meeting.
- Any elected trusted servant, except the Chairperson will be replaced at the second consecutive absence unless prior notice and arrangements were approved of by the subcommittee, or he or she has submitted a report in writing to the subcommittee chair. It is the trusted servant's responsibility to see that the Chairperson actually receives the report.
- If necessary, any trusted servant, except the Chairperson, may be removed by a 2/3 vote of the subcommittee.

#### **A. Chairperson**

The Chairperson is elected by the group conscience of the Area Service Committee as outlined in the SheVANA Guidelines. The H&I Subcommittee is directly responsible to the ASC through the H&I Chairperson.

The Chairperson must attend all H&I Subcommittee meetings and ASC meetings. The Chairperson is a voting member of the Regional H&I Subcommittee and should attend all regular regional H&I subcommittee meetings. He/She acts as a link of communication between the Subcommittee, the ASC and the Regional H&I Subcommittee (if it is meeting).

The Chairperson will make sure that a link of communication is maintained between the Subcommittee and the individual institutions as well. The Panel Leader can do this communication but the Chairperson should ensure that it is taking place. The H&I Chairperson is responsible to ensure that all Panel Leaders and Panel Members comply with the H&I Subcommittee and ASC policies, as well as the rules of the individual institutions.

The Chairperson should be aware of all matters that affect H&I in the SheVANA Area by communication and periodic attendance at H&I meetings.

1. Minimum clean time requirement is Eighteen months.
2. Keeps order in the meeting.
3. Keeps discussion on the topic.
4. Prepares an agenda for each subcommittee meeting.
5. Ensures that the traditions are upheld in all matters.
6. Maintains a link of communication between the H&I subcommittee and the area service committee, including giving a monthly report to the ASC.
7. Attends each meeting of the regional H&I subcommittee and brings a report of its activities back to the area H&I subcommittee.
8. Works with the panel coordinator(s) to draft all correspondence to facilities served by the subcommittee.
9. Maintains meeting referral information about the fellowship so that panel leaders can refer those leaving an H&I setting for another area, to a meeting or helpline number.

10. Responsible for paying rent for subcommittee meeting space. In the event that the Chair is unavailable then we will follow the same succession of duties outlined in Chairing the Subcommittee Meeting, which is listed in Additional Guidelines.
11. May have other responsibilities, depending on the local H&I guidelines.

## **B. Vice Chairperson**

The Vice Chair is to assume the duties of the Chairperson, if the Chairperson is unable to serve. It is also the duty of the Vice Chairperson to assume the duties of the Secretary, Literature Coordinator or any Panel Leader in the event of absence or vacancy.

The Vice Chairperson works with the Chairperson and Panel Leaders to maintain a smooth operation of this Subcommittee and the meetings it conducts.

The Vice Chairperson should, if possible, attend the ASC meetings and the Regional H&I Subcommittee meetings.

The Vice Chairperson should be aware of all matters that affect H&I in the SheVANA Area by communication with and periodic attendance at H&I meetings.

1. Minimum clean time requirement is one (1) year.
2. Helps chairperson keep proceedings orderly.
3. Acts as chairperson in the case of chairperson's absence.
4. If the office of chairperson becomes vacant, serves as the chair until confirmed by the ASC or until a new chair is elected.
5. May have other responsibilities depending on the local H&I guidelines.
6. Pro-Temp any open position within the subcommittee until someone is elected.

## **C. Literature Coordinator**

1. One year clean time required. Term is (1) one year.
2. Distribute NA conference and subcommittee approved NA literature to the panel leaders and to determine what literature, if any, the subcommittee needs to obtain at the monthly ASC meeting.
3. To assure accountability, a complete record of all transactions must be kept and a report given at the regular subcommittee meetings.

## **D. Secretary**

The Secretary is to keep an accurate set of minutes of all subcommittee meetings. These minutes are to be typed and distributed via e-mail or US mail within ten (10) days of the subcommittee meeting and available at the next regular subcommittee meeting.

The Secretary is also responsible for keeping and distributing quarterly to Panel Leaders an updated H&I volunteer list.

1. Minimum clean time requirement is one (1) year.
2. Takes an accurate set of minutes at each monthly meeting, and distributes them to subcommittee members prior to the next meeting.
3. Keeps an updated volunteer list of members who would like to go to H&I meetings.
4. Maintains an ongoing file of all correspondence and minutes.
5. May have other responsibilities depending on the local H&I guidelines.
6. Keep on hand 5 copies of each facility's volunteer application.

7. Update Subcommittee Guidelines whenever amended.

#### **E. Panel Coordinator**

1. One (1) year clean time requirement.
2. The individual elected Panel Coordinator must have three (3) months previous involvement with the subcommittee.
3. The Panel Coordinator is responsible for all aspects of the meeting such as providing supplies and literature.
4. The Panel Coordinator is to maintain a link of communication with the Chairperson and/or Vice-Chairperson letting them know of any problems that affect the meeting. The Panel Coordinator should have regular communication with their contact person at the facility to ensure that all is as it should be.
5. Panel Coordinators will include in their reports who served at the meetings.
6. Panel Coordinators should make an effort to schedule and rotate all approved volunteers.

#### **F. Panel Members**

The Panel should never consist of less than two members. The Panel Coordinator selects panel members from the current H&I volunteer list.

1. Six (6) months clean time, and a willingness to share their experience, strength and hope. A clean time requirement is important to ensure it is truly a message of recovery we are carrying and not just the disease. Some facilities will not have any clean time requirements, but we should still place this standard upon ourselves to ensure consistency of the recovery message.
2. This is the essential element of H&I work—the member who goes to share his or her experience, strength and hope at the H&I meeting. Without these people, our H&I work would be completely impersonal at best.
3. Areas should develop some basic requirements for members who are to carry the message in H&I. A good understanding of the fellowship and the policies relevant to this H&I meeting is essential. Orientation of inexperienced members is a good idea. Have a new panel member attend the meeting to listen and observe the panel the first time or two. This will make them more aware of what their role on the panel will be.
4. When a subcommittee member attends an H&I meeting at a facility for the first time they will be an observer.

### **III. STANDING BUDGET:**

The Shevana H&I Subcommittee has a monthly standing budget with the Area Service Committee. Our budget is \$225 per month. The budget can be used for meeting space rent, secretarial expenses and literature.

An H&I representative must attend the ASC meeting each month in order to request our standing budget. It is up to the H&I Subcommittee which facility the literature goes to each month. Literature is to be purchased from Shevana Area Literature Subcommittee.

### **IV. ADDITIONAL GUIDELINES**

1. Unless contrary to these Guidelines, the NA H&I Handbook shall always govern.
2. The volunteer list is updated regularly by the Secretary. Members who have suffered a relapse are automatically removed and the Secretary or Chairperson may ask the subcommittee to remove other names for the following reasons: Panel Leaders have reported the volunteer habitually fails to show up for commitments, a facility makes a justifiable complaint or the Panel Leader reports unacceptable behavior about an individual.
3. The Chairperson or Vice Chairperson will review the Panel Orientation Package and the Subcommittee Guidelines with new volunteers after the regularly scheduled meeting (time permitting) and get the information required to place the volunteer on the H & I volunteer list for the Secretary.
4. Only literature listed in Appendix A is to be taken into a facility.
5. Attending Meetings alone is NOT advised.
6. It is the policy of the H&I Subcommittee that volunteers do NOT give phone numbers to clients/patients/residents in H&I meetings.
7. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
8. Any member not conforming to these requirements or any others which might be added later, or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I subcommittee assignments.
9. No Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility, except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
10. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to:
  - (a) the inmate or patient inside, or
  - (b) the working ability and privilege of the subcommittee to carry the message inside the facility.
11. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital; nor with any judge, doctor, probation, or parole officer.
12. Further, H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.
13. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
14. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.
15. H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
16. In the event of an absent Chair of an H&I Subcommittee Meeting we would follow the following order of succession to Chair the meeting: H&I Vice Chair, Area Vice Chair, H&I Secretary, an H&I Panel Coordinator of the group conscience's selection. In the event that Secretary chairs



the meeting secretarial duties will be delegated to another active member of the subcommittee according to the group conscience's selection.

## V. STANDARD MEETING AGENDA

- Call to Order
- Moment of Silence followed by the Serenity Prayer and reading of the 12 Traditions and 12 Concepts
- Pass around attendance and announcement sheets
- Approval of Minutes
- Trusted Servant Reports
- Open Forum Including Reading One or Two Pages From the H&I Handbook (not to exceed 10 minutes)
- Old Business, if any
- Elections, if needed
- New Business
- Announcements
- Facility Scheduling
- Announcement of next meeting date
- Close with Serenity or Third Step Prayer

## VI. FACILITIES *(as of July 2019 – Schedules subject to change)*

The Shevana H&I Subcommittee currently serves the following facilities:

- Northwestern Regional Adult Detention Center
  - 2 Women's meetings per month – 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays at 7:30 - 8:30 PM
  - 2 Men's meeting per month – 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays at 7:30 - 8:30 PM
  - Community Corrections 2 Women's meeting per month – 3<sup>rd</sup> & 4<sup>th</sup> Mondays at 7:00 - 8:00 PM
- Juvenile Detention Center
  - 1 co-ed meeting per week on Tuesday nights at 6:30 - 7:30 PM
- Behavioral Health Services (at Winchester Medical Center)
  - 1 co-ed meeting per week on Thursday nights at 6:00 - 7:00 PM  
*(note: We are committed to 2 meetings per month at this facility but can go every week if we have volunteers)*
- RSW Jail (Rappahannock, Shenandoah, Warren Regional Jail)
  - 2 Women's meetings per month – 1<sup>st</sup> & 3<sup>rd</sup> Thursdays at 7:15 - 8:15 PM
  - 1 Men's meeting per month – 3<sup>rd</sup> Thursday 7:15 - 8:15 PM

In the event we are asked to take attendance at our Narcotics Anonymous meetings by the facilities listed above, we are to take a head count only. All facilities have agreed that a head count in lieu of filling out an attendance sheet will ensure their continued funding for outside programs within their facilities.

H&I Members must have 6 months clean time to attend facilities' orientations.

## APPENDIX A

APPROVED LITERATURE: (as determined by the H&I Subcommittee – November 2011).

Each facility should have 10 of each pamphlet and 1 of each book.

IP#	Title
#1	Who
#2	The Group
#5	Another Look
#6	Relapse and Recovery
#7	Am I An Addict
#8	Just For Today
#9	Living the Program
#11	Sponsorship
#12	Triangle of Self Obsession
#13	For Young Addicts by Young Addicts
#14	One Addicts Experience
#16	For the Newcomer
#17	Treatment
#19	Self
#20	H&I
#22	Welcome to NA
#23	Staying Clean on the Outside
#26	Accessibility – Additional Needs
#29	An Introduction to NA Meetings
	Reaching Out
	Behind The Walls (not BHU)
	White Booklets
	Just For Today
	It Works How And Why
	Basic Text 6 <sup>th</sup> Edition
	Introduction to NA
	In Times of Illness

REMOVE STAPLES

NOTE: Remove ALL staples from literature before taking it into the facility.

# PANEL COORDINATOR INFORMATION SHEET

Area Name: \_\_\_\_\_ Area H&I Chairperson: \_\_\_\_\_ Panel Coordinator: \_\_\_\_\_

## APPENDIX B

Facility Name/Address	Phone Number	Facility Contact Person	Date of Last Contact	Type of Contact			Changes/Problems/Remarks
				P	L	I	

P=Phone L=Letter I=Person

APPENDIX C

**RSC H&I REPORT FORM**  
*(AREA H&I TO REGIONAL H&I)*

DATE: \_\_\_\_\_

NAME OF AREA: \_\_\_\_\_

NUMBER OF H&I MEETINGS: \_\_\_\_\_

H&I CHAIRPERSON: \_\_\_\_\_

CHANGE OF ADDRESS: \_\_\_\_\_

PHONE NUMBER: (     ) \_\_\_\_\_ - \_\_\_\_\_

BOUNDRY CHANGES: \_\_\_\_\_

ELECTION OF OFFICERS: \_\_\_\_\_

NEW MEETINGS/PRESENTATIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CURRENT PROJECTS OR ACTIVITIES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROBLEMS OR SITUATIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHAT CAN RSC H&I DO TO BETTER SERVE YOU? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHER IMPORTANT INFORMATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please be sure to forward your subcommittee minutes and  
any new guidelines to the regional H&I subcommittee.**



## **Twelve Concepts for NA Service**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service,  
published by Alcoholics Anonymous World Services, Inc. and have evolved specific to the needs of Narcotics Anonymous.