

# Shenandoah Valley Area of Narcotics Anonymous



## Hospitals & Institutions Subcommittee Guidelines

*Approved June 2026*



# 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.

# 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 conscious 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

## **I. PURPOSE**

The SheVANA Hospitals & Institutions (H&I) subcommittee is responsible to carry the Narcotics Anonymous message of recovery into hospitals and institutions where addicts do not have full access to regular NA meetings.

The 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 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 Area Service Committee's (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 Public Relations (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**

1. New members must attend two (2) consecutive subcommittee meetings before they are considered active members and eligible to be part of a panel

2. All active H&I members must attend at least one (1) H&I subcommittee meeting every quarter (3 months)
3. If an active member misses more than one (1) quarter (3 months) of H&I subcommittee meetings without communication with the Chairperson or Vice-Chairperson regarding their absences, their status will become inactive. This information will be relayed to the Panel Coordinator(s)
4. To become active again, the member must attend two (2) consecutive subcommittee meetings
5. For each person who attends the subcommittee for the first time ever, the Chairperson shall select a more experienced member of the subcommittee to be a mentor for the new member

## **II. SUBCOMMITTEE TRUSTED SERVANT POSITIONS**

### **General Provisions**

1. 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 being elected. In the interval, the outgoing trusted servants should mentor the incoming trusted servant.
2. 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 eighteen (18) months clean.

3. All elected trusted servants must attend all subcommittee meetings and provide a written report that they shall read at the meeting.
4. Any elected trusted servant, except the Chairperson, will be replaced at the second consecutive absence unless prior notice and arrangements were approved 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 (or acting chairperson) receives the report.
5. 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 (ASC) 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 (if meeting). He/she acts as a link of communication between the subcommittee, the ASC and the regional H&I subcommittee.

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 SheVANA by communication and periodic attendance at H&I facility meetings that do not require orientation.

1. Minimum clean time requirement is eighteen months. Term is one (1) year.
2. Keeps order in the meeting
3. Keeps discussions on topic without opinion
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 ASC, 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 Leaders 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 Chairperson is unavailable, 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 Chairperson 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 the 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 SheVANA by communication and periodic attendance at H&I facility meetings that do not require orientation.

1. Minimum clean time requirement is one (1) year. Term 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 Chairperson until confirmed by the ASC 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 (1) year clean time required. Term is one (1) year.
2. Distribute NA conference and subcommittee approved NA literature to the Panel Leaders and 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 email 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. Term 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 are approved for H&I facility meetings

4. Keeps an updated record of attendance at the H&I subcommittee meetings and reports who becomes inactive
5. Maintains the H&I Google Drive with all correspondence and minutes
6. May have other responsibilities depending on the local H&I guidelines
7. Keep on hand (5) copies of each facility's volunteer application
8. Update subcommittee guidelines whenever amended

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

1. Minimum clean time requirement is one (1) year. Term is one (1) year.
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 facility 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 Coordinator 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 must consist of at least two (2) members in order to take a meeting into a facility. The Panel Leader 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 an 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 facility 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

### **III. Standing Budget**

The SheVANA H&I subcommittee has a monthly standing budget with the ASC. Our budget is \$225 per month. The budget can be used at the discretion of the subcommittee. For example: meeting space, rent, secretarial expenses, literature, etc.

An H&I representative must attend the ASC meeting each month in order to obtain the 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 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 experienced a relapse are automatically removed and the Secretary or Chairperson may ask the subcommittee to remove other names for the following reasons:
  - a. Panel Leaders have reported the volunteer habitually fails to show up for commitments
  - b. A facility makes a justifiable complaint
  - c. 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 permitted
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 as a part 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
  - 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.

13. Length of time clean required by each facility is to be 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 Chairperson of an H&I subcommittee meeting, we would follow the following order of succession to chair the meeting
  - a. H&I Vice Chairperson
  - b. Area Vice Chairperson
  - c. H&I Secretary
    - i. In this case, the secretarial duties will be delegated to another active member of the subcommittee according to the group conscious' selection
  - d. H&I Panel Leader of the group conscious' selection

## **V. Standard Meeting Agenda**

1. Call to order

2. Moment of silence following by the Serenity Prayer
3. Reading of the 12 Traditions
4. Reading of the 12 Concepts
5. Pass around attendance and announcement sheets
6. Approval of minutes
7. Trusted Servant Reports
8. Open Forum (not to exceed 10 minutes)
  - o Including reading at discretion from the H&I handbook
9. Old Business (if any)
10. Elections (if needed)
11. New Business
12. Announcements
13. Facility Scheduling
14. Announcement of the next meeting date
15. Close with the Serenity Prayer or Third Step Prayer

## **VI. Facilities**

The SheVANA H&I subcommittee currently serves the following facilities

- Northwestern Regional Adjust Detention Center
  - (2) women's meetings per month
    - 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays from 7:00pm – 8:30pm
  - Two (2) men's meetings per month

- 2<sup>nd</sup> & 4<sup>th</sup> Wednesdays from 7:00pm – 8:30pm
  - Community Corrections
    - One (1) women’s meeting per month
      - 3rd Wednesday of the month from 7:00pm – 8:00pm
- Juvenile Detention Center
  - Two (2) co-ed meetings per month
    - 2nd and 4th Tuesdays from 6:30pm - 7:30pm
    - We can fill any other weeks that we can
- Behavioral Health Services (Winchester Medical Center)
  - One (1) co-ed meeting every other week (weekly if we have volunteers)
    - Thursdays from 6:00pm – 7:00pm
- Watts (November-March)
  - One (1) co-ed meeting every week
    - Fridays from 8:00pm - 9:00pm
    - Stay for the whole hour
- Rappahannock, Shenandoah, Warren Regional Jail
  - More will be revealed

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

Each facility should have ten (10) pamphlets and one (1) of each book

<b>Description</b>
Basic Text (Hardcover) +Spanish Edition
It Works: How and Why (Hardcover)
Just For Today (Hardcover)
Living Clean: The Journey Continues (Hardcover)
A Spiritual Principle a Day (Hardcover)
<b>Booklets</b>
An Introductory Guide to Narcotics Anonymous
NA White Booklet
In Times of Illness
Behind The Walls (not BHU)
Reaching Out
<b>Small Booklets</b>
IP #2: The Group
IP #17: For Those in Treatment
IP #21: The Loner
IP #30: Mental Health in Recovery
<b>Pamphlets</b>
IP #1: Who, What, How, and Why
IP #5: Another Look
IP #6: Recovery & Relapse
IP #7: Am I an Addict?
IP #8: Just For Today
IP #9: Living the Program
IP #11: Sponsorship
IP #12: The Triangle of Self-Obsession
IP #13: By Young Addicts, For Young Addicts
IP #14: One Addict's Experience...
IP #16: For The Newcomer
IP #19: Self-Acceptance
IP #20: H&I Service & the NA Member
IP #22: Welcome to NA
IP #23: Staying Clean on the Outside
IP #26: Accessibility for Those with Additional Needs
IP #29: Introduction to NA Meetings

**Appendix B: Panel Coordinator Information Sheet**



**Shenandoah Valley Area of Narcotics Anonymous**

**H&I Chairperson:** \_\_\_\_\_

**Panel Coordinator:** \_\_\_\_\_

**Facility Name:** \_\_\_\_\_

**Facility Address:** \_\_\_\_\_

**Facility Contact Name:** \_\_\_\_\_

**Date of Last Contact:** \_\_\_\_\_

**Type of Contact (Phone/Letter/In Person):** \_\_\_\_\_

**Changes/Problems/Remarks:**



## **Appendix C: RSC H&I Report Form**

*From Area H&I to Regional H&I*

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

### **Shenandoah Valley Area of Narcotics Anonymous**

**Date:** \_\_\_\_\_ **Number of H&I Meetings:** \_\_\_\_\_

**H&I Chairperson:** \_\_\_\_\_

**Area Address:** \_\_\_\_\_

**Area Phone Number:** \_\_\_\_\_

**Boundary 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:**