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**Primary Purpose Area
Hospitals & Institutions Guidelines**
Revised March 2007

Mission Statement

To help aid of carrying the recovery message of Narcotics Anonymous to addicts who have little or no access to regular NA meetings. The Hospitals & Institutions (H&I) Subcommittee of the Primary Purpose Area Service Committee is a group of men and women from the fellowship of Narcotics Anonymous (NA) who believe in the concept: “to assure that no addict seeking recovery need ever die without having had the chance to find a better way of life, and from this day forward may we better provide the necessary service.”

Article I. Definition and Purpose of the H&I Subcommittee

A. Purpose of an Area H&I Subcommittee

“The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings and presentations, except for those in longer-term facilities, are intended to simply introduce those attending to some basics of the NA program.” –

*(From WSO H&I Handbook, Resource Section pg. 85, Sample 4)

“The area H&I subcommittee plays a central role in the overall H&I service effort. It initiates, coordinates and conducts all local NA hospitals and institutions meetings and activities within the area. This subcommittee is the hub of the H&I planning and organization.

The area H&I committee is a subcommittee of the area service committee (ASC.) It meets regularly, and its chair reports to and is accountable in all matters to the ASC. The subcommittee is composed of an H&I chairperson, H&I vice chairperson, H&I secretary, and other elected officers, as well as any other members of the fellowship who wish to be involved. Here is what the subcommittee does:

1. Provides a monthly forum to pool experiences.
2. Prepares H&I policies and guidelines for the H&I subcommittee's and the A.S.C.'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 PI, makes all initial contact with facilities.
7. Conducts learning days, workshops, and orientations on relevant topics. Is responsible for all H&I-oriented services within the area.

□(From committee structure and function sec. PG 50 WSO H&I Handbook)

B. Definition of the H&I Subcommittee

This committee is a Hospitals and Institutions (H&I) subcommittee of the Primary Purpose Area and shall service panels in the Primary Purpose Area and will be directly responsible to the Primary Purpose Area and ultimately to the members we serve.

The Primary Purpose Area H&I subcommittee is a volunteer group of Narcotics Anonymous, which exists for the purpose of carrying the N.A. recovery message to addicts in hospitals, recovery houses, prisons and related facilities. To be helpful to the residents we are governed by the individual rules of the facility and further impose certain standards on ourselves.

The Primary Purpose Area Hospitals and Institutions Subcommittee initiates,

coordinates, and conducts all H&I meetings /presentations in the area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addict in these facilities.

Regular business meetings shall be held every month to assure that our primary purpose is being carried out and to communicate with each other how to better carry the N.A .message to the addicts in these facilities.

This concept should always be our primary purpose; so that when an addict who is housed in a Correctional Institution, Hospital or Recovery House reaches out for recovery, Narcotics Anonymous will be there.

Article II. Functions of the Primary Purpose Area H&I Subcommittee

A. To carry the message and disburse literature to all facilities, wherever possible in the Primary Purpose Area, through our H&I panels.

B. To conduct a monthly business meeting.

C. To provide the development of any new H&I meetings/presentations.

D. To provide an H&I service representative for participation in the Regional H&I subcommittee.

E. To provide regular orientation for all subcommittee members.

F. To provide an annual budget each year to the Primary Purpose Area three months prior to the end of the fiscal year to keep the committee fully self-supporting in carrying its message.

G. To provide panel coordinator(s) to communicate with facilities and panel leaders to conduct the H&I meetings in these facilities.

Article III. Membership

A. Membership is on a voluntary basis, and shall be open to any member of N.A. willing to participate. It is suggested that panel members have 3 months clean time to attend, and six months clean time to share on the panel. (Clean time for the purpose of this subcommittee shall be defined as abstinence from all drugs.) It is suggested that all Primary Purpose Area H&I members have a working knowledge of the 12 Steps and 12 Traditions of N.A.

B. All members must be Orientated to H&I work before they are eligible to vote and carry our message into facilities.

C. A member must have 6 months clean before they are eligible to speak at any H&I meeting. Anyone with six months clean and who has a clear and consistent Narcotics Anonymous message that is willing to share is well suited for H&I work.

D. Any panel leader who does not submit a written report six times in a twelve month period to the H&I (excluding panel members) shall be discussed and voted on to be relieved of his/her subcommittee assignments and/or be questioned as to their commitments as a willing H&I member.

E. All subcommittee members must be orientated for H&I work as set forth in these guidelines in order to participate and have voting rights.

F. Any member of the Primary Purpose Area H&I Subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible

when he/she can conform to the requirements herein set forth.

ARTICLE IV. Voting and Eligibility

A. Eligible voters include Panel Coordinators, Panel Leaders, all elected officers and any member who has attended a Primary Purpose Area H&I orientation and two consecutive H&I meetings.

B. The chairperson will vote only in case of a tie.

C. Any member who has missed two consecutive Primary Purpose Area H&I subcommittee meetings will lose their vote until such time that he/she can conform to the eligibility requirements herein set forth (they must attend two consecutive meetings again.)

C. Any guideline changes must take a two-thirds majority vote.

ARTICLE V. Elections

A. Election of officers, other than the chairperson, shall be held once each year in January, with new terms beginning in February, or as positions become vacant and need to be fulfilled, to assure that the duties and responsibilities of all positions can be carried out in a timely manner. **Refer to Article V, Section 2, Sub Section C of the Primary Purpose Area Guidelines**

B. Four members of the H&I subcommittee shall be elected as trusted servants for this committee, by this committee each year, to fill the following positions:

- (1) Vice-Chair
- (2) Secretary
- (3) Literature Coordinator
- (4) Panel Coordinator

ARTICLE VI. Subcommittee Trusted Servant Positions

A steering committee of officers shall consist of a Chairperson, Vice-Chairperson, and a Secretary. All officers are to be elected by majority vote of eligible voters. It is suggested that all elected trusted servants of this subcommittee shall serve a term of one year. *All officers should have applicable knowledge and understanding of the Hospital and Institution Handbook.*

A. Positions, Qualifications and Duties

1. Chairperson

a. Qualifications are as follows, but are not limited to:

1. Suggested requirement is two (2) years continuous clean time.
2. A minimum of six months activity and/or experience in H&I work.
3. At least six months active experience on the H&I subcommittee.
4. Shall have applicable knowledge of this subcommittee's guidelines, along with knowledge of the area and regional guidelines, and are familiar with the Regional subcommittee H&I meetings.

b. Responsibilities and duties include, but are not limited to:

1. Runs and keeps meeting in order.
2. Keeps discussion focused and limited to the topic on hand.
3. Prepares an agenda for each committee meeting.
4. Ensures that the Traditions and Concepts are upheld in all meetings.
5. Maintains a link of communication between the PI, the H&I subcommittees, the Primary Purpose Area Service meeting (ASC), and the Show-Me Regional Committee (R.S.C.).
6. Works with panel coordinator to draft all correspondence to facilities served by the committee.
7. Will be the point of responsibility for all financial expenditures throughout the year and will report to the Area each month these expenditures along with maintaining an awareness of all expenditures from the H & I annual budget.
8. May appoint an ad-hoc committee for the special interest within the subcommittee. *Refer to Article VIII, Section B, Sub Sections A – F.*
9. A written report to be submitted to the ASC Secretary with the Chairperson's address, telephone, and last name if willing.
10. Reports shall be limited to a five-minute oral report with one type written double spaced page or two handwritten pages.
11. All subcommittee expenses, receipts, donations to the Area, and financial status of committees for that month's minutes.
12. Report financial expenditures requiring Area reimbursement and provide receipts to the ASC Treasurer.
13. Workshop progress during previous month if applicable.
14. Communication with Regional Subcommittee Chairs and RSC Subcommittee meetings.

2. Vice-Chairperson

a. Qualifications are as follows, but are not limited to

1. Suggested requirement is one (1) year continuous clean time
2. Minimum of six months activity and/or experience in H&I work
3. At least six months active experience on the H&I subcommittee
4. Shall have an applicable knowledge of this subcommittee's guidelines, and familiar with the Area and Regional guidelines.

b. Responsibilities and duties include, but are not limited to

1. Assumes the responsibilities of the Chairperson in the event of their absence.
2. If the office of the Chairperson becomes vacant, serves as the Chair until a Chair is elected by the Primary Purpose Area (ASC).
3. Helps Chairperson keep proceedings orderly.
4. Maintain knowledge of this subcommittee's guidelines, along with knowledge of the Area and Regional guidelines, and is familiar with the Regional subcommittee H&I meetings.
5. Coordinates new panels until the H&I subcommittee elects a new panel coordinator for that facility.

6. Orientation and welcoming for new members.
7. Assists and maintains with the Literature Coordinator and Chairperson an accurate account of all monthly and year-to-date expenditures.
8. May have other responsibilities as determined by the subcommittee.
9. Is encouraged to attend Regional H&I committee meetings with Chairperson.

3. Secretary

a. Qualifications are as follows, but are not limited to

1. Suggested requirement is six (6) months continuous clean time.
2. A minimum of three (3) months activity with this subcommittee and/or in H&I.

b. Responsibilities and duties include, but are not limited to:

1. Takes an accurate set of minutes at each meeting and makes them available at the beginning of the next A.S.C.
2. Maintains an ongoing file of all correspondence within subcommittee and minutes.
3. Keeps an accurate record of all subcommittee members including addresses and phone numbers.
4. Maintains an updated volunteer speaker list.

4. Literature Coordinator:

a. Qualifications are as follows, but are not limited to

1. Suggested requirement is one (1) year continuous clean time.

b. Responsibilities and duties include, but are not limited to

1. Obtains literature from RSO/ASC, packages and distributes said literature as well as any other items the subcommittee uses in carrying the message at the monthly subcommittee meeting.
2. Distributes literature to panel leaders as needed.
3. Keeps and maintains track of all expenditures and ongoing file of these expenditures, and reports these expenditures to the committee each month.
4. Takes care of all literature needs and/or all orders that may need to be ordered.
5. Coordinates new panels until the H&I subcommittee elects a new panel coordinator for that facility.
6. Assists and maintains with the Literature Coordinator and Chairperson an accurate account of all monthly and year-to-date expenditures.
7. May have other responsibilities as determined by the subcommittee.
8. Is encouraged to attend Regional H&I committee meetings with Chairperson.

5. Panel Coordinator

a. Qualifications are as follows, but are not limited to

1. Suggested requirement is one (1) year continuous clean time.
2. A minimum of six months activity and/or experience in H&I work.

b. Responsibilities and duties include, but are not limited to

1. Attends general Subcommittee meetings. If unable, must make report available to Chairperson before the meeting. Failure to do so or failure to attend two general meetings in succession may result in removal from their position as Panel Coordinator at the discretion of the subcommittee after reviewing the circumstances.
2. Instructs panel leaders on institutional requirements, regulations and general rules covering the institution being served.
3. Corresponds with facilities in the Primary Purpose Area for possible Presentations and/or new meetings that can be served by the committee.
4. Acts as liaison between the H&I subcommittee and the given facility.
5. If needed, attends initial panel meeting with new panel leader in order to familiarize the new panel leader with the facility and meeting formats.
6. Provides panel leaders with suggested format(s).
7. Maintains regular contact with panel leaders.
8. Assist panel leader to ensure meetings are held, in case of their absence.

6. Panel Leaders

a. Qualifications are as follows, but are not limited to:

1. Suggested requirement is one (1) year continuous clean time.
2. A minimum of three (3) months.
3. Activity and/or experience in H&I work.
4. A minimum of three (3) months service commitment at a group level, experience as a panel member, and a willingness to serve.
5. It is also the consensus of this committee that any panel member must carry an N.A. message to be working steps, attends meetings regularly, and has an N.A.

b. Responsibilities and duties include, but are not limited to:

1. Attends regular H&I subcommittee meetings.
2. Should be applicable knowledge of subcommittee and the facility rules.
3. Reminds the panel members of both the facility's and the subcommittee's rules.
4. Makes sure the supplies are available (literature, etc.) and that the meeting presentation goes as it is scheduled.
5. Responsible for replacement in the event they are unable to attend regular scheduled meeting.
6. Make a report on the H&I meetings to the H&I subcommittee at each subcommittee meeting. If unable to attend, be responsible to see that the report is submitted and available at the next subcommittee meeting. Also include any problems in regular report and notify panel coordinator of such problems when incurred and request any literature that is needed.
7. Provide panel members with all information and/or any new information needed for a given facility and format(s) to be followed when applicable.

7. Panel Member

a. Qualifications are as follows, but are not limited to:

1. Suggested requirement is six (6) months continuous clean time, he or she shall be qualified and assigned by the subcommittee and also be cleared by the institution whenever necessary.
2. Must have at least six (6) months clean to share on an H&I panel. It is also the consensus of this committee that any panel member must carry an NA message, be working steps, attend meetings regularly, and have an NA sponsor.

b. Responsibilities and duties include, but are not limited to:

1. Shall have a good understanding of H&I's guidelines.
2. Shall have a good understanding of all information and /or any new information needed for a given facility and format(s) to be followed when applicable, given by the panel leaders.
3. Shall always in keep mind that he/she may be seen as a representative of NA and should conduct himself/herself responsibly.
4. Be able to share a message of recovery.
5. Attend general subcommittee meetings. If unable, must notify Panel Coordinator. Failure to attend two general meetings in succession may result in removal from their panel at the discretion of the sub committee.
6. Is familiar with subcommittee and facilities/institutional rules.
7. Shall adhere to rules of the facility wherein he/she is, in fact, a guest.
8. Accepts responsibility for the conduct of any speakers in advance regarding the regulations of the institution being served. Reviews *Do's* and *Don'ts* as published in the W.S.O. H&I Handbook.
9. May resign as a panel member by giving notice to the panel leader.

8. H&I Guest Speakers:

- a.** It is the consensus of this committee that any guest speaker must have at least six (6) months continuous clean time, carry an NA message, be working steps, attend meetings regularly, and have a NA sponsor.

b. General Information and Rules of Conduct:

1. In keeping with the Twelve Traditions of NA, case history's/life stories and/or NA principles or NA general information are to be the only topic of the NA panel.
2. Unless previously approved by the institution, nothing will be given to or taken from an inmate or patient including messages or telephone numbers.
3. To avoid possible conflicts of interest, a subcommittee member will not serve on a panel at an institution at which they are employed.
4. No panel member will interfere, use influence, or make promises in any institutions, courts, and hospitals nor with any inmates, patients, and Judges, Doctors, Probation and Parole officers. We can only carry the message of recovery through the practice of the spiritual principles, 12 Steps and Traditions of NA.

5. Provocative dress or behavior is inappropriate on an NA panel.
6. Any subcommittee member who fails to follow these guidelines shall be removed if necessary at the subcommittee's discretion.
7. Use of vile or profane language is prohibited. 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 committee.

c. General Information:

1. 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 purpose of this H&I subcommittee shall be defined as complete abstinence from all drugs.
2. Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any H&I subcommittee assignments
3. No Narcotics Anonymous meeting 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.
4. Any NA member who is involved with a given facility on a volunteer basis (exception V.I.C. with Department of Corrections) or professional should not participate in the panel 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.

For the same reasons, no H&I member will interfere with or use the influence neither in any facility, court, or hospital, nor with any judge, doctor, or probation or parole officer. 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

5. Length of time clean required by each facility is to be rigidly upheld by all H&I panel members.
6. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility being served.
7. 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 facility being served.
8. All pertinent information about each facility should be available by this subcommittee to all panel members so that they will be in full knowledge

of their responsibilities in connection with their individual assignments and conduct. (i.e.....this may include printed instructions from the facility, which will include the foregoing, compiled and edited information to fit the specific requirements of each separate facility, dress codes if required, facility rules and policies, D.O.C. training, etc....)

9. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message - our experience, strength and hope. H&I speakers should try to get residents involved with the H&I meeting/presentation through reading materials as well as through question and answer sessions. A personal contact can be encouraged or established with any resident, only upon their release.

DO'S & DONT'S**DO'S**

- Do make directories of outside meetings available to residents.**
- Do clarify the rules with whomever you bring into the facility.**
- Do start and end on time!**
- Do emphasize that NA recovery is available to all addicts regardless of drugs used.**
- Do clearly state that Narcotics Anonymous is separate from the facility and from other fellowships.**
- Do involve residents with the meeting, especially those in long-term facilities (readings, etc)**
- Do obey the dress code, and exercise common sense.**
- Do screen all panel members, speakers and chairpersons.**
- Do attempt to get all agreements in writing.**
- Do adhere to the security regulations at all times.**
- Do ensure that all panel members carry a clear message of recovery.**

DON'T'S

- Don't attend the H&I facilities alone.**
- Don't emphasize "using days" while sharing an NA message of recovery.**
- Don't give anyone within the facility your address or telephone number.**
- Don't use excessive profanity.**
- Don't break another person's anonymity.**
- Don't debate any issues involving facility rules, regulations, programs, or other fellowships.**
- Don't get involved in discussions on outside issues; remember why we are there.**
- Don't discuss conditions within the facility.**
- Don't discuss facility staff members with inmate(s).**
- Don't wear flashy jewelry and don't carry excessive cash.**
- Don't show favoritism to any resident(s).**
- Don't take messages or carry letters in or out of the facility.**
- Don't bring a NA member who has friends and/or family in the facility.**
- Don't ask what type of crime an inmate has been convicted of, or discuss guilt or innocence**
- Don't accept money or gifts from, or give money or gifts to any inmate.**

