

GUIDELINES OF THE SAN GABRIEL VALLEY AREA HOSPITALS AND INSTITUTIONS SUBCOMMITTEE

These suggestions are based on the experience of the World Service Conference H & I Committee and the San Gabriel Valley H & I Subcommittee. We recognize that the ultimate authority of the San Gabriel Valley H & I Subcommittee is a loving God as he may express himself in our group conscience.

DEFINITION

The H & I Sub-committee of the San Gabriel Valley Area Service Committee is a group of men and women, members of Narcotics Anonymous, who believe that no addict in a hospital or institution seeking recovery need die without having a chance to find a better way of life.

PURPOSE

The H & I Subcommittee purpose is to carry the Narcotics Anonymous message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings.

FUNCTION

- I. Communication of all information to and from panels through their Chairpersons.
- II. The distribution of Narcotics Anonymous literature to the Panel Chairpersons.
- III. To hold monthly business meetings.
- IV. To provide an H & I service representative for participation in the Regional H & I Subcommittee and the San Gabriel Valley Area Service Committee.
- V. To coordinate the development of any new Hospitals & Institutions panels.
- VI. To elect Subcommittee officers to conduct H & I business.

LITERATURE

- I. Only Narcotics Anonymous conference approved H & I literature may be taken into a facility by Hospitals & Institutions representatives.
- II. Literature shall be distributed to Panel Chairpersons by the literature coordinator.
- III. Panel chairpersons shall distribute literature to the Panel Leaders.

VOTING

All elected Subcommittee members are eligible to vote. The following Subcommittee members have voting rights:

- Chairperson
- Vice-chairperson
- Secretary
- Literature Coordinator
- Panel Chairpersons
- Panel Leaders

A quorum exists when two-thirds of elected officers are present. The elected officers are:

- Chairperson
- Vice-chairperson
- Secretary
- Literature Coordinator
- Panel Chairpersons

OFFICERS

All terms of office are one year. All nominees for elected office must meet the qualifications as suggested in the guidelines. An officer may resign at anytime.

When an officer resigns or becomes unable to perform the duties of that office, a successor shall be nominated by the Chairperson and approved by the Subcommittee at the next business meeting. Officers may succeed themselves one time by re-election.

All elected officers are required to attend regular monthly meetings of the Subcommittee. Absence from two [2] consecutive Subcommittee meetings may be considered resignation.

Chairperson: Requirements

- I. Two years clean-time and a willingness to serve.
- II. Have a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts.
- III. Have one year prior service experience as a Subcommittee member.
- IV. Must be able to conduct a business meeting according to Parliamentary Procedure.

Chairperson: Duties

- I. Coordinates all H & I activities.
- II. Presides over regular and special Subcommittee meetings.
- III. Handles all public relations contacts regarding H & I in conjunction with the Public Information Subcommittee.
- IV. Makes regular reports to the Hospitals & Institutions Subcommittee on the status of all current or completed projects.
- V. Shall attend and report to the San Gabriel Valley Area Service Committee, and the Regional H & I Subcommittee.

Vice-Chairperson: Requirements

- I. Two years clean-time and a willingness to serve.
- II. Have a working knowledge of the Twelve Steps, Twelve Traditions, and the Twelve Concepts.
- III. Have one year prior service experience as a committee member.
- IV. Must be able to conduct a business meeting according to Parliamentary Procedure.

Vice -Chairperson: Duties

- I. Performs the duties of the chairperson when he or she is absent.
- II. Works with the Panel Chairpersons and Panel Leaders to ensure that volunteers are placed as panel members.
- III. Should an officer other than the Chairperson resign or become unable to perform the duties of his or her office, the Vice-Chairperson shall assume the responsibilities of the office or delegate the responsibilities to other Subcommittee members.

Secretary: Requirements

- I. One year clean-time and a willingness to serve.
- II. Have a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts.
- III. Must be willing and capable of performing all duties.

Secretary: Duties

- I. Records accurate minutes of every H & I Subcommittee meeting.
- II. Prepares and distributes minutes to Subcommittee members.
- III. Keeps a complete and updated Panel Leader list with names and phone numbers.
- IV. Sends notices or makes phone calls for special meetings.
- V. Maintains all necessary stationary supplies, prepares correspondence as needed and keeps a file of all such correspondence.
- VI. Shall attend all meetings of the Subcommittee.

Literature Coordinator: Requirements

- I. One year clean-time and a willingness to serve.
- II. Have a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts.
- III. Must be willing and capable of performing all duties.

Literature Coordinator: Duties

- I. Shall provide literature for Panel Chairpersons.
- II. Shall make a report at the regular H & I Subcommittee meeting on literature distributed.
- III. Shall work with the Chairperson to ensure that necessary literature is obtained from the Area Service Committee.

Panel Chairperson: Requirements

- I. One year clean-time and a willingness to serve.
- II. Have a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts.
- III. Must be willing and capable of performing all duties.

Panel Chairperson: Duties

- I. Coordinates and oversees all panels for which they are responsible.
- II. Conducts panels or finds suitable replacements in the event Panel Leaders cannot fulfill their commitment, by calling each Panel Leader before and after each panel.
- III. Maintains the literature supply and panel packet for their panels.
- IV. Obtains literature from the Literature Coordinator.
- V. Is required to attend monthly Subcommittee meeting and provide a report on the status of facility for which they are responsible.
- VI. Shall notify Subcommittee of Panel Leader vacancies and must have Panel Leaders approved for duty by the Subcommittee.
- VII. Shall inform Panel Leaders of the rules of the facility and any rule changes.
- VIII. Shall speak to the facility contact monthly, prior to attending the Subcommittee meeting.
- IX. Shall speak with all new Panel Leaders relative to H& I Guidelines and Panel Do's and Don'ts.

Panel Leaders: Requirements

- I. One year clean-time and a willingness to serve.
- II. Have a working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts.
- III. Must be willing and capable of performing all duties.
- IV. Panel leaders shall be elected by the H & I Subcommittee.

Panel Leaders: Duties

- I. Shall conduct panels according to facility procedures and SGVNA H & I guidelines.
- II. Shall inform the Panel Chairperson well in advance when unable to conduct a regularly scheduled panel.
- III. Shall invite all panel members to participate on the panel for which they are responsible and inform them of all the rules of the facility and the procedures for conducting the panel.
- IV. Shall be responsible for panel members while in the facility.
- V. May resign by giving notice to the Panel Chairperson.
- VI. May be removed from a panel assignment because 2 absences without proper notice, not making adequate arrangements for a replacement to conduct the panel, or failure to follow SGVNA H&I Sub-committee guidelines. The final decision rests at the H&I Subcommittee.
- VII. It shall be the responsibility of the Panel Leader to ensure that all members attending any panel meet the necessary requirements of the Subcommittee and the facility and that all are familiar with these guidelines and procedures.
- VIII. Panel Leaders are encouraged to attend all regular Subcommittee meetings.

Panel Members: Requirements

- I. Six months clean-time and a willingness to serve, unless otherwise specified by the facility.
- II. Carries a clear N.A. message.

Panel Members: Duties

- I. Shall serve for one panel at a time.
- II. Shall take an active role in a panel as a speaker or in whatever other acceptable capacity as may be requested by the Panel Leader.
- III. Shall adhere to the H & I guidelines and rules of the facility.