

SHEVANA AREA HOSPITALS & INSTITUTIONS

SUBCOMMITTEE GUIDELINES

As Amended October 2016

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.

The subcommittee requires that new members attend two consecutive subcommittee meetings before they are considered active members of the subcommittee and, therefore, 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 Chairperson or Vice Chairperson regarding their absences, their status will become inactive. To become active again the member must attend 2 consecutive Subcommittee Meetings.

II. SUBCOMMITTEE TRUSTED SERVANT POSITIONS

A. General Provisions

1. Elections for all trusted servant positions, except the Chairperson, take place at the January meeting or whenever there is a vacancy.
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 18 month clean.
2. All elected trusted servants must attend all subcommittee meetings and provide a written report that they shall read at the meeting.
3. 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.

4. If necessary, any trusted servant, except the Chairperson, may be removed by a 2/3 vote of the subcommittee.

B. 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.

C. 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.

D. Literature Coordinator

It is the responsibility of the literature coordinator to distribute 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. To assure accountability, a complete record of all transactions must be kept.

E. 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.

F. Panel Coordinator

The individual elected Panel Coordinator must have three (3) months previous involvement with the subcommittee.

The Panel Coordinator is responsible for all aspects of the meeting such as providing supplies and literature.

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.

Panel Coordinators will include in their reports who served at the meetings.

Panel Coordinators should make an effort to schedule and rotate all approved volunteers.

III. 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.

To qualify as a Panel Member individuals must have a minimum of six (6) months clean in Narcotics Anonymous.

III. 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.

IV. 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
- Announcements
- 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
- Facility Scheduling
- Announcement of next meeting date
- Close with Serenity or Third Step

APPENDIX A

Approved Literature (as determined by the H&I Subcommittee – November 2011)

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
	Reaching Out
	Behind The Walls
	White Booklets
	Just For Today
	It Works How And Why
	Basic Text 6 th Edition
	Introduction to NA
	In Times of Illness