



**West Valley Area  
Hospitals & Institutions Subcommittee  
Guidelines  
(Approved Oct. 8, 2005)**

**DEFINITION:**

The West Valley Area Hospitals & Institutions (H&I) Subcommittee is a voluntary group of men and women existing for the expressed purpose of carrying the Narcotics Anonymous (N.A.) message to the addict who still suffers.

**PURPOSE:**

Created in harmony with Tradition Nine, to instill unity in our own Twelve Step work, our concept is to insure that no addict seeking recovery need die without finding a better way of life. This should always be our primary purpose.

This committee is a subcommittee of the West Valley Area Service Committee (WVASC). We shall maintain active liaison and keep the spirit of cooperation with that committee.

We abide by the rules of the Institution we enter, so far as it allows us to freely carry the message of recovery in Narcotics Anonymous.

**FUNCTION:**

1. Be a resource for providing information, literature, and supplies and to share experience, strength and hope where needed.
2. To provide bi-annual lists of all active H&I meetings for this subcommittee.
3. To conduct a monthly business meeting.
4. To maintain communications Regional Service Committee (RSC) and World Service Committee (WSC).
5. Maintain a current list of all facilities served and those that are not served.
6. The West Valley Area H&I Subcommittee function is to carry the message of recovery through meetings held in facilities whose residents are restricted in their access to regular N.A. meetings whereas Public Information (PI) is one of information about N.A. to the public at large.

**COOPERATION:**

Since N.A. is a program of attraction rather than promotion, H&I serves an institution at the invitation of the institution's administration.

We share only our personal experience, strength, and hope.

Each member must be cautioned to act responsibly relative to the requirements of the Institution and the Twelve Traditions of N.A. as individual members of the H&I subcommittee of the WVASC; we must always keep in mind our primary purpose and maintain the integrity of N.A. as a whole.

**LITERATURE:**

Only WSO approved literature may be used in H&I meetings serving the various area facilities.

The H&I Subcommittee of the WVASC has adopted literature guidelines consistent with those included in the H&I Handbook of WSO. We follow WSO H&I Literature distribution guidelines in terms of Information Pamphlets (IPs), White Books, Basic Text, and It Works, How and Why.



**BUDGET:**

The West Valley H&I subcommittee's monthly budget is \$400.00 to be used to cover the monthly H&I literature order, secretary fees, and to assist in fulfilling our primary purpose, to carry the message to the addict who still suffers.

H&I subcommittee chair or designated H&I subcommittee member will request funds to attend Western Service Learning Day (WSLD) via a separate motion to WVASC two (2) months prior to the event and will provide an itemized list of expenses along with reimbursement of remaining funds to the area after the event.

**MEMBERSHIP AND VOTING PARTICIPANTS:**

- Chairperson
- Vice-Chair
- Panel Coordinators (i.e. Treatment Facilities, Men's Jails/Prisons, Women's Jails/Prisons)
- Secretary
- Literature Coordinator
- Facility Coordinators
- Meeting Chairpersons (i.e. Panel Leaders)
- Panel Members (Speakers)
- Co-Panel Members

All members are voting members except the Chairperson. The Chairperson may vote in the event of a tie vote.

**AGENDA:**

- |                            |                               |
|----------------------------|-------------------------------|
| 1. Serenity Prayer         | 9. Old Business               |
| 2. Service Prayer          | 10. New Business              |
| 3. Twelve Traditions       | 11. Elections (if applicable) |
| 4. Minutes Approved        | 12. Announcements             |
| 5. New Member Introduction | 13. Closing Prayer            |
| 6. Roll Call               | 14. New Speaker Orientation   |
| 7. Officer's Report        |                               |
| 8. Meeting Reports         |                               |

**HOSPITALS & INSTITUTIONS OFFICERS:**

The responsibilities of the Subcommittee Officers that are shown below are only a summary. Officers will often do much more than this outline describes. The success or failure of this Subcommittee depends upon the dedication and leadership of good officers.

All H&I Subcommittee members are subject to the individual facility's restrictions in addition to the West Valley Area H&I Subcommittee Guidelines.

All vacating Officers should work with incoming Officers to make transitions smoother.

**CHAIRPERSON:**

1. Elected by the Group Conscience of WVASC.
2. Will have two (2) years continuous clean time, plus a minimum of one (1) year involvement in H&I Service.
3. Presides over all meetings with a general understanding of Robert's Rules of Order.
4. Ensures that the Traditions are upheld in all matters.
5. Prepares written reports for the monthly WVASC meeting.
6. Makes motions on behalf of the H&I subcommittee.
7. Coordinates and is responsible for all work done by the H&I subcommittee.
8. Maintains communications with ASC, RSC, and WSC.



9. Attends each meeting of the Regional H&I Subcommittee and brings a report of its activities back to the West Valley Area H&I Subcommittee.
10. Is available to N.A. members for questions.
11. Prepares an annual or monthly budget to be submitted to WVASC.
12. Will appoint an H&I AD-HOC Committee to formulate H&I Workshops annually in conjunction with WVASC TSLD.
13. Will have a working knowledge of the 12 Steps and 12 Traditions through application.
14. Shall sign the WVASCNA Statement of Understanding and Financial Responsibility.

**VICE-CHAIRPERSON:**

1. Elected by the H&I Subcommittee.
2. Will have two (2) years continuous clean time, plus one (1) year involvement in H&I service.
3. Will have a working knowledge of the 12 Steps and 12 Traditions through application.
4. In the absence of the Chairperson, or in the event of the inability of the Chairperson to perform, or upon the resignation of the Chairperson, assumes all those responsibilities normally carried out by the Chairperson until the WVASC has an election for that position.
5. In the absence of a Panel Coordinator, will assume the responsibility of that Panel Coordinator until one is elected.
6. Will conduct new speaker orientations when needed using the orientation packet and WV H&I Guidelines.

**PANEL COORDINATOR (Men's Jails/Prisons, Women's Jails/Prisons, Treatment Facilities):**

1. Elected by the H&I Subcommittee.
2. Must have two (2) years continuous clean time, plus one (1) year involvement in H&I Service.
3. Cooperates with the Chairperson to ensure smooth operation of Subcommittee functions.
4. Responsible to see that the meetings are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facilities that they serve.
5. Will use pages 119, 120 from H&I Handbook when starting meetings in new facilities.
6. Maintains copies of applications and renewal forms for Correctional Facilities and dates of upcoming training for same. Will provide information to facility when necessary to receive applications.
7. Keeps monthly contact with Meeting Chairpersons, and acts as the liaison between the H&I Subcommittee and the given facilities that they serve.
8. Panel Coordinator can be removed by 2/3 of the vote by the Subcommittee.
9. One (1) year commitment and may serve no more than two (2) terms consecutively.
10. In the event that the Meeting Chairperson cannot Chair his/her meeting, the Panel Coordinator will be responsible to see that the meeting is covered, or notify the facility as soon as possible.
11. Will have a working knowledge of the 12 Steps and 12 Traditions through application.

**SECRETARY:**

1. Elected by the H&I Subcommittee.
2. Will have a minimum of one (1) year continuous clean time, plus six (6) months involvement in H&I Service.
3. Takes an accurate set of minutes at each monthly meeting and distributes them to the Subcommittee members prior to next meeting.
4. Keeps an updated volunteer list of members who would like to go to H&I meetings.
5. Maintains an ongoing file of correspondence and minutes.
6. Maintains and keeps current an active speaker list (name, phone number, and clean date).
7. One (1) year commitment and may serve no more than two (2) terms consecutively.
8. Maintains, updates and distributes the H&I Guidelines and Orientation Packets.
9. Will have a working knowledge of the 12 Steps and 12 Traditions through application.

**LITERATURE COORDINATOR:**

1. Elected by the H&I Subcommittee.
2. One (1) year continuous clean time, six (6) months H&I Service experience.
3. Helps to determine yearly/monthly budget with Chairperson.



4. Maintains a current list of literature used by the individual H&I meeting/panels. Lists to be provided on a monthly basis by the Meeting Chairpersons with the H&I Inventory Sheet.
5. One (1) year commitment and may serve no more than two (2) terms consecutively.
6. Will have a working knowledge of the 12 Steps and 12 Traditions through application.

#### **FACILITY COORDINATOR:**

1. Serves as primary Point of decision and accountability for all H&I meetings within a given facility.
2. Regularly attends H&I subcommittee meetings.
3. Coordinate H&I services with assigned facility and provides a written report to the H&I subcommittee.
4. Provides facility contact information to the H&I Secretary and Panel Coordinator.
5. Maintains regular contact with facility, verifies all meetings are covered and that the facility's needs are being met.
6. Ensures all meetings meet the criteria set forth by the facility.
7. Appoints and schedules Panel Leaders. Ensures all meetings have a Panel Leader.
8. May also serve as Panel Leader (suggested for at least meeting each month).
9. Contacts Panel Coordinator, Chair, and Vice Chair when significant issues arise.
10. Must base their recovery in Narcotics Anonymous and carry a clear NA message.
11. Will have one (1) year continuous clean time.
12. Will have a working knowledge of the 12 Steps and 12 Traditions through application.

#### **MEETING CHAIRPERSON (Panel Leader):**

1. Will have one (1) year continuous clean time.
2. Will use the format chosen by the H&I Subcommittee, which is included in the Orientation Packet.
3. Will review Do's and Don'ts, format and facility rules with speaker prior to meeting.
4. Will chair the meeting, bi-weekly, as required.
5. Must attend meetings regularly. In the event he/she cannot chair the meeting, must let Facility Coordinator know.
6. Ensures that the meeting starts and ends on time. Reports to the Facility Coordinator on a weekly basis.
7. Contacts Facility Coordinator when significant issues arise or when a meeting commitment cannot be met.
8. May not invite friends or guests (other than the Speaker and Co-Panel member) to attend H&I meetings.
9. Will have a working knowledge of the 12 Steps and 12 Traditions through application.

#### **PANEL MEMBER (SPEAKER):**

1. Must have six (6) months continuous clean time.
2. Will have a working knowledge of the 12 Steps and 12 Traditions.
3. Must base their recovery in Narcotics Anonymous and carry a clear N.A. message.
4. Members attending H&I meetings in facilities must be by invitation of the Chairperson (Panel Leader).
5. Must always comply with the clean time requirements set forth by the institutions they enter.

#### **CO-PANEL MEMBER:**

This position was created to introduce members to the gift of H&I service work early on in their recovery. Members with three (3) months continuous clean time may select an H&I meeting to attend regularly, with the approval of the meeting's panel member, and learn how the committee operates their meetings to better prepare them to move into the panel member's position once they obtain six (6) months of continuous clean time.

1. Must have three (3) months of continuous clean time.
2. Must be working with a sponsor.
3. Must base their recovery in Narcotics Anonymous.



4. Attends the monthly West Valley Area H& I Subcommittee meeting.
5. Co-panel members attending H&I meetings in facilities must make arrangements with the meeting's chairperson prior to attending.
6. Must comply with all clean time requirements set forth by the institutions they enter.

**VOTING:**

1. Members who have missed two (2) consecutive meetings will be ineligible to vote. They may regain their voting status by attending two (2) consecutive H&I meetings.
2. Issues brought to the H&I Subcommittee that deal with H&I business will be voted on then.
3. Voting members can make motions only.
4. A motion must be passed by a simple majority of the voting participants.
5. Business will be held on the second Saturday of the month at 8:30 a.m. (location is subject to availability).

**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/she can conform to the requirements in these guidelines. Being clean for the purposes of the H&I Subcommittee shall be defined as complete abstinence from all drugs.
2. 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, 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 served.
4. Any N.A. Member who is involved with a given facility on a professional or volunteer basis should not participate on the panels serving addicts in that facility. This is intended to avoid possible conflict and resulting damage to: the inmate or patient inside, and the working ability and privilege of the H&I Subcommittee to carry the message inside the facility.
5. 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. Further, H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. Of course these members may participate on panels going to other facilities.
6. Length of clean time required by each facility is to be rigidly upheld by each H&I Chairperson (Panel Leader).
7. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities.
8. H&I Do's & Don'ts shall be furnished to and read by all speakers prior to speaking at an H&I meeting.
9. You are reminded that the H&I Subcommittee exists to share the Narcotics Anonymous message-our experience, strength and hope.
10. Review the facility and Speaker list every six months to ensure a healthy N.A. message is being presented.
11. The H&I Secretary will work with the Chairperson to ensure the H&I Subcommittee Guidelines are adhered to.