

**CWPASCNA
HOSPITALS & INSTITUTIONS
SUBCOMMITTEE GUIDELINES
FEBRUARY 2015**

1. DEFINITION AND PURPOSE

The Hospitals & Institutions Subcommittee of the Central Western Pennsylvania Area Service Committee is comprised of members of Narcotics Anonymous whose purpose is to carry the N.A. message of recovery to addicts in hospitals and institutions who are unable to regularly attend outside N.A. meetings.

This subcommittee is directly responsible to Central Western Pennsylvania Area Service Committee of Narcotics Anonymous.

2. RESPONSIBILITIES OF THE H & I SUBCOMMITTEE:

- A. To conduct a monthly business meeting
- B. To be directly responsible to the Area Service Committee.
- C. To make literature available to the facilities where H & I meetings are held within the area. Literature is purchased at the Area Service Committee meeting.
- D. To orient new H & I subcommittee members, or anyone interested in sharing at a meeting, on the many aspects of H & I service work.
- E. To conduct H & I Workshops for N.A. members.
- F. To use the available \$25.00 stipend responsibly.
- G. To rigidly uphold the clean requirements of the facilities we serve.
- H. To conduct H & I presentations in facilities interested in having H & I meetings. These presentations will be done with the help of the Public Information Subcommittee.

3. MEMBERS OF THE H & I SUBCOMMITTEE:

Membership of this subcommittee is available to us all. Anyone interested in H & I service work is welcome to attend any of the business meetings. The trusted servant positions on this subcommittee are as follows: Chairperson, Vice Chairperson, Secretary, and Panel Coordinators.

All trusted servant positions are voting members except the Chairperson. All other members are voting members if they have attended 2 consecutive subcommittee meetings. The Chairperson votes only if needed to break a tie vote.

The H & I Chairperson will be elected at the area level. All other positions will be elected at the subcommittee level.

Any subcommittee member who holds a trusted servant position will be automatically removed from their position if they miss two consecutive subcommittee meetings. This is in accordance with Area Policy.

RELAPSE CONSTITUTES AUTOMATIC REMOVAL FROM H & I ELECTED POSITIONS.

4. AMENDMENTS:

These guidelines may be amended by the CWPASCNA H & I Subcommittee majority vote and are subject to the approval of the Area Service Committee.

5. QUALIFICATIONS AND DUTIES OF TRUSTED SERVANTS:

CHAIRPERSON

A. QUALIFICATIONS

1. Elected by majority vote of GSR's at the ASC for a one-year term.
2. Suggested 2 years clean time.
3. One-year previous involvement in H & I service.
4. A working knowledge of the 12 Steps and the 12 Traditions of N.A.
5. A working knowledge of Area Policy and Guidelines.
6. Willingness to serve.

B. DUTIES

1. To attend all monthly H & I Subcommittee meetings and set the agenda for this meeting.
2. To attend all monthly ASC meetings and reporting the status of the H & I meetings, the upcoming activities and/or projects currently working on, and dealing with any other issue that may come up involving H & I at the area level.
3. To attend all Regional H & I Subcommittee meetings. This is optional.
4. To conduct H & I workshops as set forth on the attached list and any others as needed.
5. To distribute literature to the panel coordinators of each facility.
6. To fulfill any positions that are vacant on the subcommittee.

VICE CHAIRPERSON

A. QUALIFICATIONS

1. Elected by the H & I Subcommittee for a one-year term.
2. Suggested one-year clean time.
3. Six months previous involvement in H & I service.
4. A working knowledge of the 12 Steps and the 12 Traditions of N.A.
5. A working knowledge of Area Policy and Guidelines.
6. Willingness to serve.

B. DUTIES

1. To attend all monthly H & I Subcommittee meetings.
2. To conduct the business of the subcommittee in the absence of the Chairperson.
3. To attend the ASC meeting in the absence of the Chairperson.
4. To attend the Regional H & I meeting in the absence of the Chairperson.
5. To act as Chairperson if the current Chairperson resigns until an election takes place at the area level.
6. To fulfill any positions that are vacant on the subcommittee.
7. To participate in the H & I workshops.

SECRETARY

A. QUALIFICATIONS

1. Elected by the H & I Subcommittee for a one-year term.
2. Suggested six months clean time.
3. Willingness to serve.

B. DUTIES

1. To keep a complete record in the form of minutes of every regular and special subcommittee meeting.
2. To maintain an accurate archive of minutes and panel coordinators reports and make them available to any member upon request.
3. To provide a copy of the minutes to each member of the subcommittee at the monthly meeting.
4. To provide the attendance sign in sheet at every subcommittee meeting. These attendance sheets will also be a part of the archives.
5. To keep track of attendance to determine voting members.
6. To make sure that there are copies of all forms needed for the subcommittee meetings and workshops (attendance sheet for subcommittee, attendance sheet for workshops, literature order form, Do's and Don'ts, etc.).
7. To update the workshop list for volunteers.
8. To provide current workshop list to all panel coordinators.
9. To make any flyers needed.
10. To participate in the H & I workshops.

PANEL COORDINATORS

A. QUALIFICATIONS

1. Elected by the H & I Subcommittee for a one-year term.
2. Suggested one-year clean time.
3. Six months previous involvement in H & I.
4. Suggested clearance in the facility of which they will be panel coordinator.
5. A working knowledge of the 12 Steps and the 12 Traditions of N.A.
6. Willingness to serve.

B. DUTIES

1. To attend all H & I Subcommittee meetings.
2. To submit a report to the subcommittee of the month's activities at the facility.
3. To maintain an open line of communication with the facility of which they are the panel coordinator.
4. To schedule a speaker and a chairperson for each meeting that is held at their particular facility.
5. To make phone calls to verify the volunteers will be going and a follow up call to make sure that the meeting was held and if there were any problems that need to be addressed.
6. To maintain a literature supply at the facility.
7. To make sure the volunteers are aware of regulations regarding the facility before sending them in.
8. To keep clearance applications available to members to fill out and submit. Make follow up phone calls to check on the status of the application.
9. To provide a current list of all members that is approved for the facility to the subcommittee.

10. To participate in the H & I workshops.

11. To fill in as a volunteer at the facility if someone cancels and no replacement is available.

6. H & I WORKSHOPS:

H & I Subcommittee Chairperson will conduct workshops as needed. Workshops will be held at Learning Day and the 12-Step Unity Weekend every year. Full participation of the subcommittee is suggested.

Any member of N.A. that has a desire to carry the N.A. message into the H & I facilities must have a current workshop. It must be renewed once a year. Quick H & I workshops outside of meetings or given over the phone will not be acceptable. Attendance is required at one of the scheduled H & I workshops to be put on the volunteer list.