

Mountain Area of Narcotics Anonymous Hospitals and Institutions Subcommittee

Policies and Guidelines

Amended August 15, 2021

I. Definition and Purpose of Hospitals and Institutions Subcommittee

The H&I Subcommittee of the Mountain Area Service Committee (MASC) consists of members of Narcotics Anonymous, who strive to make sure that no addict in a hospital or institution seeking recovery need die without having had a chance to find a better way of life. This should always be our primary concern. This will ensure that when an addict who is housed in a correctional facility, hospital, or recovery house reaches out for recovery, Narcotics Anonymous will be there. This committee is a subcommittee of MASC and is directly responsible to MASC.

The success of this subcommittee depends upon the dedication and leadership of qualified officers, recruitment and training of panel members, continuity of service in the ranks, and open lines of communication with facility directors.

II. H&I Meeting Guidelines

- A. Persons carrying the message into the various facilities are bound by a set of rules and guidelines set forth by the individual institutions accommodating the H&I subcommittee institutional meeting and by the H&I subcommittee of MASC as long as they do not conflict with the Twelve Traditions of NA. The H&I subcommittee is held accountable by and makes regular reports to MASC.
- B. All H&I subcommittee institutional meetings must be under the direct supervision of a Panel Leader. Any new H&I subcommittee institutional meeting must be approved by the H&I subcommittee and may not exist without representation of an approved Panel Leader.
- C. Priority of service for institutions will be based on the number of clients to be served at a facility and the degree of separation of the clients from society.
- D. All H&I committee members must follow the twelfth tradition guarding and protecting the anonymity of all institutional clients and may not attend facilities where relatives reside. Panel members may pause their meeting rotation or

transfer to other facilities to avoid contact with family members or acquaintances.

- E. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to the inmate or patient inside or the working ability and privilege of the subcommittee to carry the message inside the facility. 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. 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.
- F. Panel Members must also follow the rules and regulations of the facilities where we meet. A facility specific packet may be developed that will specify what is expected of panel members. Some facilities may conduct their own orientations, specify their own clean time requirements, and require panel members to take urine drug screens.
- G. Printed instructions, to include the foregoing, shall be compiled and edited to fit the specific requirements of each separate facility. These facility specific requirements shall be furnished by this subcommittee to all panel members so that they will have full knowledge of their responsibilities in connection with their individual assignments.
- H. 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 subcommittee.
- I. 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, if applicable.
- J. 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 direct sharing. A personal contact should be established with any resident upon their release.

III. Subcommittee Structure

- A. The H&I subcommittee is to hold no less than one meeting per month, coordinate the development of any new H&I presentations and meetings, and make available literature to be distributed by Panel Leaders in the H&I institutional meetings. The H&I Subcommittee operates on a budget that is approved and allocated by MASC.
- B. All funds generated by fundraisers shall be used to purchase literature for the H&I subcommittee. Fundraiser expenses are to be deducted before funds are used to purchase literature.
- C. The committee consists of a Chairperson, Vice Chairperson, Panel Coordinator, Secretary, Literature Distributor, Panel Leaders, and Panel Members. The Chairperson is elected at the MASC level. The other committee officers are elected by the H&I subcommittee members and voted into position by a majority vote of H&I committee members.
- D. Voting H&I subcommittee members include all persons who have been oriented in accordance with H&I guidelines and have attended two consecutive H&I subcommittee meetings. Voting privileges are maintained by regular attendance at subcommittee meetings defined as not missing two consecutive meetings. Officers are elected for one-year terms and are eligible for re-election to a second term of one year followed by two years of ineligibility in the same position.
- E. Any member of the H&I subcommittee is ineligible from H&I subcommittee membership upon relapse. Individuals may be eligible when again compliant with H&I subcommittee policies and procedures. Noncompliant members will be relieved of all H&I subcommittee service positions and responsibilities.
- F. Any H&I subcommittee officer, excluding the chairperson, may be removed from office by a simple majority vote of the H&I subcommittee members. The Chairperson position is governed by MASC policy. If the Chairperson resigns, the Vice Chairperson assumes the duties of the Chairperson until the position is filled according to MASC policy.

IV. RESPONSIBILITIES OF AREA H&I OFFICERS AND PANEL MEMBERS

The responsibilities of the subcommittee officers and panel members are shown below, but the list is only a summary. Officers will often do a lot more than this outline describes.

A. Chairperson

1. Two-years clean time required, and term is one year
2. Elected by MASC voting members
3. Keeps meeting discussions on topic and maintains order
4. Prepares an agenda for each subcommittee meeting
5. Ensures that the traditions are upheld in all matters
6. Maintains a link of communication between the H&I Subcommittee and MASC, including giving a monthly report at MASC meetings
7. Attends each meeting of the regional H&I subcommittee and brings a report of its activities back to the area H&I subcommittee
8. Keeps informed of H&I activities sponsored by the Volunteer region
9. Works with the panel coordinator to draft all correspondence with facilities
10. Trains Vice Chairperson to become future Chairperson
11. May have other responsibilities

B. Vice Chairperson

1. One-year clean time required, and term is one year
2. Elected by the H&I subcommittee at regular meetings
3. Helps chairperson keep proceedings orderly
4. Acts as chairperson in the case of chairperson's absence
5. If the office of chairperson becomes vacant, serves as the chair until confirmed by MASC or until a new chair is elected
6. Performs semi-annual audits of the literature inventory
7. May have other responsibilities

C. Secretary

1. One-year clean time required, and term is one year
2. Elected by the H&I subcommittee at regular meetings
3. Takes an accurate set of minutes at each monthly meeting, and distributes them to subcommittee members prior to the next meeting
4. Keeps an updated list of H&I members with voting privileges
5. Keeps an updated list of current Panel Members and prospects
6. Keeps an updated file containing all facility rules and regulations to be distributed to Panel Members prior to entering facilities, if applicable
7. Maintains an ongoing file of all correspondence and minutes
8. May have other responsibilities

D. Literature Coordinator

1. One-year clean time required, and term is one year
2. Elected by the H&I subcommittee at regular meetings
3. Submits monthly literature orders for NA approved literature within the prescribed budget to the Literature Subcommittee
4. Arranges for literature order to be picked up at the MASC meeting
5. May need to order non-stocked items from outside sources
6. Maintains and safely stores literature inventory
7. Distributes literature to Panel Leaders keeping records of all distributions
8. Reports monthly to the subcommittee the H&I literature inventory and distribution status
9. Makes recommendations for H&I literature inventory levels and budgets
10. Trains incoming elected Literature Coordinator and arranges for smooth delivery of inventory

E. Panel Coordinator

1. One-year clean time required, and term is one year
2. Elected by the H&I subcommittee at regular meetings
3. Nominates and maintains regular contact with all Panel Leaders
4. Has responsibility to see that the meetings/presentations are conducted in accordance with the policies of the H&I subcommittee and the rules of the facility
5. Acts as the liaison between the H&I subcommittee and the facilities
6. Trains Panel Leaders to become future Panel Coordinators

F. Panel Leader

1. One-year clean time required, and term is six months
2. May only lead one panel at one location per term
3. Elected by the H&I subcommittee at regular meetings
4. Chooses the meeting format and chairperson
5. Ensures that the meeting starts and ends as facility dictates
6. If possible, attends all meetings they were elected to lead
7. Recruits members of the fellowship to attend H&I orientations and become future panel members
8. Reviews facility specific rules and regulations with new Panel Members
9. Trains Panel Members to become future Panel leaders
10. Reports any facility or Panel Member issues to the panel coordinator and includes this information in the Panel Leader report to the H&I subcommittee.

- G. Panel Member – the essential element of H&I work
 1. Six months clean time to share in an H&I meeting, and term is six months
 2. 90 days clean time to attend an H&I meeting
 3. A six-month clean time requirement is important to ensure that we carry a clear message of recovery. Some facilities will not have any clean time requirements, but we should still place this standard upon ourselves to ensure consistency of the recovery message. Some facilities will require more than six months of clean time, and we will oblige.
 4. 90 days clean time to attend an H&I meeting
 5. Attendance at a committee member led orientation and a clear understanding of all items contained in the orientation package
 6. Have a clear understanding of the policies relevant to the host facility
 7. New panel members might choose to attend the meeting to listen and observe the meeting the first time or two. This will make them more aware of what their role on the panel will be.

V. Literature Inventory List

The H&I Subcommittee will keep the following items in stock:

Printed Meeting Lists	IP#11 - Sponsorship
White Booklet	IP#16 – For the Newcomer
Behind the Walls	IP#17 – For Those in Treatment
IP#1 – Who , What, How & Why	IP#23 – Staying Clean on the Outside
IP#7 – Am I an Addict?	IP#29 – An Introduction to NA Meetings
IP#9 – Living the Program	Basic Text

VI. H&I Subcommittee Meeting Format

1. Moment of silence for the still-suffering addict
2. Opening prayer
3. Read traditions
4. Take attendance
5. Read and approve minutes from previous meeting
6. Literature Report: receipts from MASC, disbursements to Panel Leaders, and status of current inventory
7. Panel Coordinator report
8. Panel Leader reports
9. Old business
10. Nominations and Elections (if needed)
11. New business

12. Schedule next subcommittee meeting
13. Closing Prayer