

**NARCOTICS ANONYMOUS
SOUTHERN CALIFORNIA REGIONAL
H&I COMMITTEE GUIDELINES**

I. BASIC PURPOSE

The Hospitals & Institutions (H&I) Committee of the Southern California Regional Service Conference (SCRSC) of Narcotics Anonymous serves the needs of the Areas within the Region by conducting activities that promote the growth, strength, and unity of all H&I efforts within the Region and the fellowship as a whole.

II. FUNCTION OF THE COMMITTEE

- A. Is a resource to assist members, groups, and areas in their H&I efforts by providing literature, information, and support.
- B. Provides a forum for Area H&I Subcommittees to share their experience, strength, and hope.
- C. Conducts and/or coordinates direct services via Regional Panels to carry the message into facilities that are not served by an Area subcommittee (typically county jails and state prisons.)
- D. Conducts workshops to address issues that members and/or Area subcommittees are experiencing or to discuss new methods of H&I work.
- E. Acts as a committee of the Southern California Regional Service Conference to maintain effective communication between the bodies.
- F. Follows the Guidelines contained in the Hospitals & Institutions Handbook and these SCRSC H&I Subcommittee Guidelines.
- G. Performs any other activities or functions that benefit H&I efforts in the Region, including monthly and/or quarterly business meetings.
- H. Meets at least every two years in September to review these Guidelines and revise them as needed.

III. COMMITTEE MEMBERSHIP

Membership of the SCRSC H&I Committee shall consist of the Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Regional Panel Reporter, Area Panel Reporter, Regional Panel Chairpersons, Literature Coordinator, Alternate Literature Coordinator, H&I Activities Coordinator, H&I Activities Co-Coordinator, and Chairpersons of the recognized Area H&I Subcommittees or their designated representatives. NA members-at-large are always welcome.

IV. AGENDA

- 1. Serenity Prayer
- 2. Twelve Traditions
- 3. Twelve Concepts
- 4. Purpose of our H&I Committee (suggest reading the Function of the Committee)
- 5. Adoption of the Agenda
- 6. Welcome New Members/Visitors
- 7. Recognize Birthdays
- 8. Roll Call
- 9. Approval of Minutes
- 10. Chairperson Report/Vice Chairperson Report
- 11. Literature Disbursement Report
- 12. Regional Panels Report
- 13. Area Panels Report

**NARCOTICS ANONYMOUS
SOUTHERN CALIFORNIA REGIONAL
H&I COMMITTEE GUIDELINES**

14. Activities Coordinator Report
15. Old Business
16. New Business
17. Announcements
18. Third Step Prayer

V. VOTING

Voting members of the SRSC H&I Committee shall be the Vice-Chairperson, Secretary, Regional Panel Reporter, Area Panel Reporter, Activities Coordinator, Activities Co-Coordinator, Literature Coordinator, Alternate Literature Coordinator, Regional Panel Chairpersons, and Area H&I Subcommittee Chairpersons or their designated representatives. Each position has one (1) vote. The H&I Chairperson has a vote only in the case of a tie. In the case of more than two (2) nominations for any office, a second runoff ballot shall be taken of the two (2) top names. A 2/3 majority vote in favor is required for any motion to pass.

VI. QUALIFICATIONS AND RESPONSIBILITIES OF COMMITTEE MEMBERS

All Officers are elected for a term of one (1) year and will be eligible for a second term of one year, followed by two years of ineligibility for that position. Eligible members for elected positions must be present for nominations and elections. Nominations shall take place in April and May and elections shall take place in May for all positions. The newly elected Chairperson/ Vice-Chairperson of the SCRSC H&I Committee must be affirmed by the SCRSC, and take office in June.

A. Chairperson

1. Is elected by the group conscience of the SCRSC H&I Committee and affirmed by the SCRSC as per its guidelines.
2. Requires three (3) years uninterrupted clean time.
3. Has a minimum of one (1) year of Regional H&I service.
4. Has the willingness to serve.
5. Facilitates all meetings of the Committee with a general understanding of parliamentary and/or consensus –based decision making (CBDM) procedure.
6. Prepares a report for each SCRSC meeting and represents the Regional H&I Committee at the SCRSC.
7. Coordinates and is responsible for all work done by the SCRSC H&I Committee.
8. Is available to answer questions for the Area H&I Committees.
9. Prepares a budget with the Committee to be submitted for the approval of the SCRSC for the upcoming year.
10. Assists in coordination of new Regional Panels.
11. Is available to perform quarterly audits of literature and records as needed.

B. Vice Chairperson

1. Is elected by the SCRSC H&I Committee.
2. Requires at least three (3) years uninterrupted clean time.
3. Has a minimum of one (1) year Regional H&I service.
4. Fulfills the responsibilities of the Chair in the Chair's absence, and attends all meetings of the Regional Service Conference regardless.

**NARCOTICS ANONYMOUS
SOUTHERN CALIFORNIA REGIONAL
H&I COMMITTEE GUIDELINES**

5. Works with the Chairperson to ensure the smooth operation of the Regional H&I Committee.
6. Chairs all Ad-Hoc Committee meetings.
7. Coordinates correspondence with inmates not served by the Sponsorship Behind the Walls Committee, along with the Literature Coordinator and Alternate Coordinator, providing literature when appropriate.
8. Is available to perform quarterly audits of literature and records as needed.

C. Secretary/Alternate Secretary

1. Is elected by the SCRSC H&I Committee.
2. Requires at least two (2) years uninterrupted clean time.
3. Has a minimum of six (6) months of Regional H&I service.
4. Must have access to a computer and the ability to generate minutes and reports.
5. Keeps an accurate set of minutes of all Regional H&I Committee meetings.
6. Distributes minutes monthly to all members of the Regional H&I Committee.
7. Maintains a file of all correspondence and minutes at the Southern California Regional Office.
8. Works with the Chairperson to ensure smooth operation of the Regional H&I Committee.
9. The Alternate Secretary will perform these duties in the absence of the Secretary.

D. Regional Panel Reporter

1. Is elected by the SCRSC H&I Committee.
2. Requires at least three (3) years uninterrupted clean time.
3. Has at least one (1) year of service on the Regional H&I Committee.
4. Obtains updated reports from panel Chairpersons and submit a monthly panel report to the Regional H&I Committee.
5. Attend monthly Regional H&I Committee meetings.
6. Helps with any problems/challenges that any regional panel, coordinator may be having with any facility. Calls upon P.R. committee for assistance when needed.
7. Performs the duties of the Area Panel Reporter in his or her absence.

E. Area Panel Reporter

1. Is elected by the SCRSC H&I Committee.
2. Requires at least three (3) years uninterrupted clean time.
3. Has at least one (1) year experience on the Regional H&I Committee.
4. Obtains updated reports from all Area subcommittees and provides a monthly panel report to the Regional H&I Committee.
5. Performs the duties of the Regional Panel Recorder in his or her absence.

F. Regional Literature Disbursement Coordinator and Alternate Coordinator

1. Is elected by the SCRSC H&I Committee.
2. Requires at least three (3) years uninterrupted clean time.
3. Has at least one (1) year of experience on the Regional H&I Committee.

**NARCOTICS ANONYMOUS
SOUTHERN CALIFORNIA REGIONAL
H&I COMMITTEE GUIDELINES**

4. It is the responsibility of the Regional Literature Disbursement Coordinator and Alternate to distribute N.A. approved literature to SCRSC Regional H&I Panel Chairpersons. To assure accountability, a complete record of all transactions must be kept and a report given at the regular SCRSC H&I Committee meetings. This person should always be aware of the amount of literature being distributed, so the Panel Chairperson's literature request remains prudent and the subcommittee can fairly distribute the literature without exceeding its budget. Quarterly audits should be done with the chair and vice chair to ensure that the literature outlays are reasonable and accounted for.
5. Disbursement of literature should be made directly to the Regional Panel Chairpersons or to their designated representative in the case their absence. It would be appropriate for this disbursement to be made at the regularly scheduled meeting of the SCRSC H&I Committee.
6. Have readily available inventory on hand along with any other pertinent records to perform quarterly audits.

G. Regional Activities Coordinator and ALTERNATE

1. Is elected by the SCRSC H&I Committee.
2. Requires at least two (2) years uninterrupted clean time.
3. Must have some understanding and experience with H&I as well as activities.
4. Must attend all SCRSC H&I Committee meetings and is responsible to maintain a regular and on-going link of communication between SCRSC H&I Committee and SCRSC Activities Committee.
5. Coordinates SCRSC H&I participation with Area/Regional Learning Days, Marathons, etc.
6. Ensures that the Regional H&I Learning Day is scheduled, coordinated and held on the second Saturday in May of each year. Responsibilities associated with this major task include, but are not limited to the following:
 - Regional H&I Learning Day Banner
 - Flyer design and printing
 - T-Shirt Design and printing
 - Workshop assignments
 - Program for Learning Day
 - Speaker presentation and record
 - H&I Play Mock Panel

H. Regional Panel Chairperson

1. The H&I Panel Chairperson is given a vote of confidence by the SCRSC H&I Committee. An absolute requirement is a clear message of recovery in the fellowship of Narcotics Anonymous. Prior service with Hospitals and Institutions is strongly recommended.
2. Requires at least two (2) years of uninterrupted clean time.
3. The Panel Chairperson OR the Co-Chairperson must attend all SCRSC H&I Committee meetings.
4. Is responsible to maintain a regular and ongoing link of communication with the SCRSC H&I Committee, the hospital or institution, and the panel leaders and members.
5. Affirmed annually for continued service.
6. Responsible for reporting to the Regional Panel Reporter updated clearance lists for facilities.

**NARCOTICS ANONYMOUS
SOUTHERN CALIFORNIA REGIONAL
H&I COMMITTEE GUIDELINES**

I. Regional Panel Co-Chairperson

1. An absolute requirement is a clear message of recovery in the fellowship of Narcotics Anonymous. Prior service with Hospitals and Institutions is strongly recommended.
2. Requires at least two (2) years of uninterrupted clean time.
3. The Co-Chairperson must attend SCRSC H&I Committee meetings in the absence of the Panel Chairperson.
4. The Co-Chairperson is responsible to maintain a regular and on-going link of communication between the SCRSC H&I Committee and the Panel Chairperson as needed.
5. Affirmed annually for continued service.

J. Regional Panel Leader

1. The Panel Chairperson of each facility assigns the H&I Panel leaders for that facility. An absolute requirement is a clear message of recovery in the fellowship of Narcotics Anonymous and a desire to serve is required. Prior service with Hospitals and Institutions is suggested.
2. Requires at least one (1) year uninterrupted clean time.
3. The H&I Panel Leader is responsible for all aspects of the meeting/presentation such as keeping literature, using H&I formats as needed, and making sure that the meetings begin and end on time.
4. The H&I Panel Leader is required to abide by any facilities specific set of rules and regulations.
5. Volunteers are encouraged to attend SCRSC H&I Committee meetings to be of service and become involved as a regular member of the SCRSC H&I Committee.

K. Regional Panel Member (Speaker)

1. The H&I Panel Members are selected from the current H&I Volunteer list of the institutions. An absolute requirement is a clear message of recovery in the fellowship of Narcotics Anonymous. The Panel Members should be made aware of their responsibilities by the Panel Leader using the H&I Handbook and the facility's specific set of rules and regulations. A panel should consist of not less than two (2) and no more than five (5) panel members whenever possible.
2. Requires at least six (6) months uninterrupted clean time, and must meet the requirements of the facility.
3. Volunteers are encouraged to attend SCRSC H&I Committee meetings to be of service and to become involved as regular members of the SCRSC H&I Committee.

L. SCRSC H&I youth committee liaison

1. Is elected by the SCRSC youth committee
2. Must attend all SCRSC H&I committee meetings and is responsible to maintain a regular and on-going link of communication between SCRSC H&I committee and SCRSC youth committee.

VII. ADDITIONAL GUIDELINES

1. Area H&I Chairpersons are requested to give a monthly report to the SCRSC H&I Committee.
2. Attendance for all SCRSC H&I Committee members is required at all SCRSC H&I Committee monthly meetings. Upon two (2) consecutive unexcused absences, the Committee may remove an individual from their position and elect someone else to that position.

**NARCOTICS ANONYMOUS
SOUTHERN CALIFORNIA REGIONAL
H&I COMMITTEE GUIDELINES**

VIII. GENERAL INFORMATION

1. Any member of the SCRSC H&I Committee is automatically disqualified from further institutional activity upon the loss of their clean time; but may become eligible when they can conform to the requirements herein set forth.
2. No Narcotics Anonymous Meeting regularly conducted under the auspices of the Committee shall be held in any institution unless under direct supervision of a regularly designated Panel Leader or substitute specifically appointed by the Panel Chairperson of the SCRSC H&I Committee. They must also be acceptable to the authorities of the institution being serviced.
3. No Panel Member shall involve themselves with any other activity that violates institutional rules or tends to injure or interfere with:
 - The inmate or patient on the inside
 - The working ability and the privilege of their subcommittee to carry the message inside the intuitions, courts or hospitals; nor employment, parole, probation, or medical problems.
4. Length of clean time required by each institution is to be rigidly adhered to by all members entering such institution.
5. Excessive use of vile, profane, filthy stories or language is strictly prohibited by authorities of all institutions serviced by this subcommittee. All Speakers and Panel Members must strictly comply with this regulation.
6. Nothing will be given or taken from an inmate or a patient, including messages or phone numbers.
7. No member of N.A. on parole or probation will be allowed to participate in or attend an N.A. meeting in any institution being served by this Committee without the expressed clearance by authorities of said institutions.
8. Panel leaders shall be responsible for the conduct of any speakers taken into any institution and shall instruct said speakers in advance regarding the regulations of the institutions being served.
9. N.A. messages of recovery, life stories and/or N.A. principles are to be the main topics of N.A. Panels conducted within all institutions served by this Committee.
10. All Speakers and Panel Members must strictly comply with this requirement, confining what they share solely to the N.A. message of recovery.
11. The suggested attire for N.A. subcommittees' panel participation is neat and modest in compliance with institutional rules.
12. The SCRSC H&I Committee may relieve any Committee member from their position who refuses to abide by the rules and regulations of any of the institutions and these guidelines. This consideration will be decided by at two-thirds (2/3) vote.
13. All rules and regulations of all facilities entered by N.A. are to be adhered to.

IX. ANNUAL H&I LEARNING DAY

1. The Regional H&I Committee through a lottery system shall determine a hosting area. A lottery system will be used to pick from willing areas that are present and willing to host the Learning Day. After an area has been picked, that area shall be removed from the pool for three (3) years.
2. The venue itself shall be secured by the Regional Activities Committee.
3. Contracts shall be negotiated by the hosting Area Activities/approved by Regional Activities and signed by the Regional Service Office (the contract should be negotiated to consider the needs of the H&I program).

**NARCOTICS ANONYMOUS
SOUTHERN CALIFORNIA REGIONAL
H&I COMMITTEE GUIDELINES**

4. Fliers/T-Shirts:
 - a. Themes, artwork and logos shall be selected by the Regional H&I Committee.
 - b. Flyers/T-Shirts shall be paid for, printed and distributed by the Regional Activities Committee.
 - c. A minimum of 3,500 flyers shall be distributed in March at the Regional Activities Committee meeting.
 - d. Final decision on quantity and color(s) of T-Shirts will be decided by the Regional H&I Committee
5. One (1) representative from Regional Activities Committee and one (1) representative from Regional H&I Committee shall be at the facility one (1) hour prior to the start of the event.