

Hospitals & Institutions Guidelines 2020

Mission:

The Hospitals & Institution committee exists to carry the message of recovery from active addiction to residents of facilities who are restricted from full access to regular meetings.

1. The H & I sub-committee attempts to follow the WSO H & I Handbook guidelines*. It is the responsibility of the H&I chairperson to report any revisions or deviations to ASC**.
2. The H & I subcommittee will review and alter these guidelines within 2 months of electing a chairperson per area guidelines Article IX Section 4.
3. The H & I subcommittee meets the 3rd Sunday every month, before the ASC meeting at 12:00pm, to end no later than 1:45pm, unless otherwise noted.
4. The H & I Chairperson can call for special/emergency meeting when necessary. The purpose should be stated in writing and no other business will be addressed. Notification by Chairperson will be a minimum of 7 days prior to the meeting.
5. There must be a quorum of 1/3 of the facilitators present to conduct business. A 1/3 of the 17 current H & I facilitators is 6.
6. The H & I subcommittee members will elect a Vice-chair, Secretary, Treasurer, Literature Chair, and any other Trusted Servant as needed.
7. Any addict with the willing to serve must come to the H & I sub-committee meeting in person to state their willingness.
8. New members must have a minimum of 90 days clean and attend 2 subcommittee meetings to be eligible to vote.
9. The H & I subcommittee elect facilitators by a majority vote.
10. Trusted servants, facilitators, and trainees may be removed from their current position by a majority vote after 2 consecutive unexcused absences. All excused absences must be written either by paper, email, or text and given directly to the Chair, Vice-chair, or Secretary.
11. Trainees must not facilitate meetings. If the facilitator is absent; the trainee is responsible to contact a Trusted Servant to report the absence and cancel the meeting.
12. In the event of relapse; it is your sole responsibility to inform a Trusted Servant that you must step down from your current position.
13. All H & I literature must go to the assigned facility. Excess literature must be returned to literature chair to be redistributed.
14. Any meeting that is identified as H & I is accountable to the H & I subcommittee, as H & I is accountable to ASC.
15. All new H & I meetings must be set-up by a member of Public Relations, a member of Hospitals and Institutions, and the facilitator.
16. The H & I subcommittee must approve meeting closures by a majority vote.
17. All H & I subcommittee members will conduct themselves in accordance with the Twelve Traditions, Twelve Concepts, and the H & I Do's and Don't when dealing with staff and residents of facilities as well as fellow H & I sub-committee members.
18. Our behavior should create a positive impression of NA and H & I. Inappropriate or violent behavior may result in a majority vote for removal from the subcommittee.

*WSO H & I Handbook is available online at

<https://www.na.org/admin/include/spaw2/uploads/pdf/handbooks/H&I%20Handbook.pdf>

**ASC is the abbreviation for Area Service Committee

Subcommittee Member Responsibilities

Facilitator

1. Has 1 year clean and has completed training
2. Facilitates for 6 months at a committed facility, following the subcommittee approved format
3. Has worked the first 3 steps of NA with an NA sponsor, has a working knowledge of NA steps and traditions, carries a clear NA message.
4. Follows guidelines, Do's and Don'ts, and facility rules.
5. Recruits qualified supporters and ensures that all participants know the Do's and Don'ts as well as the facility rules before entering any facility.
6. Facilitators must contact; Co-facilitator, Chairperson or Vice-Chairperson, Facility Contact, and trainee 4-6 hours prior to commitment if unable to keep the commitment.
7. Ensures that the H & I subcommittee receives a report every month.
8. Submits literature inventory to the literature coordinator and collects literature to distribute to the facility.

Alternate Facilitator or Co-Facilitator*

1. Has 9 months clean and has completed training
2. Follows all the responsibilities of the facilitator

Floating or Fill-in Facilitator**

1. Meets all requirements of a facilitator and performs the duties of a facilitator in their absence.
2. Fill-in facilitators do not make a 6-month commitment but are available at will provided that they meet the qualifications of the covered facility.

Trainee Facilitator

1. Has 90 days clean and is working with an NA sponsor
2. Attends an H & I subcommittee meeting in person and states their willingness
3. Attends 5 H & I facility meetings, contacting facilitators in advance, and has each facilitator sign an observation sheet***
4. Addicts from other areas with H & I facilitator experience and 1-year clean attend 3 H & I facility meetings, contacting facilitators in advance, and has each facilitator sign an observation sheet.
5. Addicts from WRASCNA who return as facilitators after 1 year or more attend 2 H & I facility meetings, contacting facilitators in advance, and has each facilitator sign an observation sheet.
6. Commits to 1 facility during training but has the option to go to other facilities.
7. Contact the facilitator when unable to attend. This is a commitment and attendance at all meetings of assigned facility is expected.
8. Turns completed observation form in to Vice-Chairperson or Secretary
9. Follows guidelines, Do's and Don'ts, and facility rules.
10. Does not share at the meeting until training is complete

Supporter / Speaker

1. Has 6 months clean
2. Shares experience, strength and hope, on a panel or as a speaker
3. Has worked the first 3 steps of NA with an NA sponsor, has a working knowledge of NA steps and traditions, carries a clear NA message.
4. Follows Do's and Don'ts, and facility rules.

*added 2018

**added 2017

***added 2017 deceased from 10 in 2015

Trusted Servants Responsibilities

Chairperson:

1. Has 2 years clean and 1 year of H & I sub-committee experience.
2. Carries out policies and maintains order at H & I subcommittee meetings.
3. Attends ASC meeting and submits report containing present literature inventory.
4. Attends all H & I sub-committee meetings in WRASCNA.
5. Votes only to break a tie

Vice-Chairperson:

1. Has 1 year clean
2. Assumes the duties of the Chairperson if the Chairperson is absent
3. Serves as the Chairperson if the position becomes vacant, until WRASCNA elects a new Chairperson
4. Welcomes new members and sees that they receive do's and don'ts, meeting format, facility meeting lists, observation forms, local guidelines, and a phone list.
5. Oversees committee sponsored training events. (Orientations, learning days, etc.)
6. Sees that paperwork for H & I committee (do's and don'ts, meeting format, facility meeting lists, observation forms, local guidelines, and a phone list) is photocopied and available.

Secretary:

1. Has 6 months clean
2. Maintains archives
3. Maintains written record of facility rules
4. Updates lists of members and facilities
5. Takes minutes of H & I subcommittee meetings

Literature Co-Ordinator:

1. Has 6 months clean
2. Sees that literature is ordered from WRASCNA literature sub-committee and maintains stockpile
3. Fills out literature distribution form every month and submits it to the H & I Chairperson to be attached to ASC report.
4. Stamps all literature with WRASCNA phonenumber.
5. Distributes literature to facilitators upon request
6. Submits monthly budget request to the H & I subcommittee for approval

Alternate Literature Co-Ordinator:

1. Has 6 months clean
2. Assumes the duties of the Literature Coordinator if absent.

Treasurer:

1. Has 2 years clean
2. The custodian of H & I funds
3. Makes a financial report of receipts and distributions at each regular meeting
4. Disburses funds as necessary to fulfill the needs of the H & I committee
5. Assumes the duties of Chairperson in the absence of Chairperson and Vice Chairperson

All Trusted Servants**

- Are elected by a majority vote of the subcommittee members
- Commit to a 1-year term
- Are elected in October, train in November, and assumes the position in December
- Do not hold any other Trusted Servant position
- May attend and observe all H & I facility meetings annually to verify that guidelines are being followed by facilitators*

*voted in by group conscience 2017

** The Chairperson is elected at ASC by a majority vote of GSRs

Proposed Hospitals & Institutions Budget 2020

\$300 a month of literature averages \$22 per facility per month which is equivalent to 6 of each standard IPs per month. Annual budget of \$3600

\$246.84 to supply 14 facilities with 6 copies each of Behind the Walls and White books 4 times a year is \$987.36

\$250 a year for a Learning Day which is the average given for any approved activity by area per the activities budget.

The subcommittee currently is self-supporting the rent with 7th Tradition taken at the business meeting.

There are currently no miscellaneous operating costs at this time for copies made, laminating costs, handbook purchased, etc. which should be included in future revisions to this budget and future budget made.

	\$3600.00
+	\$ 987.36
+	\$ 250.00
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	\$4837.36