

Hospitals & Institutions (H&I) Subcommittee Policy
New York City Area Service Committee (NYCASC)
Policy Review Yearly Starting In March

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I. Purpose: NYCASC H&I is responsible for conducting panels that carry the NA message to addicts in jails, institutions, and hospitals who have no other way of hearing our message.

II. Definition: The NYCASC H&I standing subcommittee is comprised of NA members who believe in the concept, “to insure that no addict in a hospital or institution seeking recovery need ever die without having a chance to find a better way of life. From this day forward may we provide the necessary services.” This concept 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, NA will be there.

III. Standing Subcommittee Members:

- Chair
- Vice Chair
- Secretary
- Literature Coordinator
- Panel Coordinator
- Presentation Coordinator
- Training Coordinator
- Panel Leaders
- H&I Group Representatives
- Any NA member who wants to participate

IV. Subcommittee Functions:

- Conduct monthly business meeting, prepare H&I policy and guidelines for H&I subcommittee, which are voted on by the subcommittee before being presented to the NYCASC for approval.
- Serve as a communication link between the NYCASC and the H&I subcommittee.
- Hold regular elections for open commitments in the subcommittee, with the Chairperson nominee being presented to the NYCASC for approval.
- In conjunction with the Public Relations subcommittee, makes all initial contacts with facilities that request H&I information.
- Provide training, orientation, workshops as needed, and one (1) Learning Day per calendar year.

V. Steering Committee Members:

- Chair
- Vice Chair
- Secretary
- Literature Coordinator
- Panel Coordinator
- Presentation Coordinator
- Training Coordinator

VI. Steering Committee Functions:

- Responsible for setting regular meeting agenda prior to the subcommittee meeting.
- Every six months (December and June), submits to the NYCASC a projected budget based upon growth of the subcommittee and its financial needs.

VII. Subcommittee Position Term Limits:

- Elections for all positions, with the exception of Panel Leaders, are held in March of each year. All terms run from May to April and are one (1) year in length, not to exceed two (2) consecutive terms.
- Panel Leader commitments are for one (1) year in length, not to exceed two (2) consecutive terms. Commitments should be listed as “open” after the Panel Leader has completed two (2) consecutive terms in the same commitment. However, the Panel Leader may continue to fulfill the commitment until a new Panel Leader is elected into the position. Note: as it relates to term limits, alternate panel leaders sharing same commitment are considered to be doing only one commitment.

VIII. Requirements and Responsibilities of Subcommittee Positions:

VIII-A. Chair Requirements and Responsibilities:

- Elected by the NYCASC general assembly.
- Three (3) years clean time.
- One (1) year of service as a NYCASC H&I Panel Leader.
- A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.
- Preside over the H&I subcommittee and steering committee meetings with fairness and impartiality.
- Attend the monthly Greater New York Regional H&I subcommittee meeting.
- Attend the monthly NYCASC Area meeting, including the steering committee meeting.
- Missing two (2) H&I subcommittee meetings (including steering), three (3) Area committee meetings (including steering), or three (3) Regional H&I subcommittee meetings, may be taken as a resignation.
- Makes monthly reports to the NYCASC H&I subcommittee.
- In the absence of the Literature Coordinator, will be responsible to procure literature and/or delegate those responsibilities to another NYCASC H&I subcommittee member.
- May attend any NYCASC H&I presentation at any time.
- Attend the NYCASC H&I Learning Day.

VIII-B. Vice Chair Requirements and Responsibilities:

- Two (2) years clean time.
- One (1) year of service as an NYCASC H&I Panel Leader.
- A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.

- Assist the Chair to maintain an orderly meeting.
- Attend the monthly NYCASC H&I Subcommittee meeting, including the steering committee meeting.
 - In the absence of the Chair, act as the Chair at the monthly NYCASC H&I subcommittee meeting.
- Attend the monthly NYCASC Area meeting and Greater New York Regional H&I meetings as often as necessary to become familiar with the Chair's duties at those meetings.
 - If the Chair is unable to attend either the Area or Regional meetings then the Vice Chair must be available to attend those bodies in place of the Chair.
- Missing two (2) H&I subcommittee meetings (including steering) may be taken as a resignation.
- May attend any NYCASC H&I presentation at any time.
- Attend the NYCASC H&I Learning Day.

VIII-C. Secretary Requirements and Responsibilities:

- Two (2) years clean time.
- One (1) year NYCASC H&I service.
- Attended the monthly NYCASC H&I subcommittee meeting, including the steering committee.
- Good note taking skills.
- Record an accurate set of minutes at each subcommittee meeting and H&I steering committee.
- Maintain and update list of all presentations with day, time, facility, panel leaders, panel coordinators names and numbers.
- In the absence of the Chair and Vice Chair, assumes the responsibilities of the Chair.
- Is responsible for the H&I subcommittee's revolving fund (\$50.00). The revolving fund is used for printing and small miscellaneous expenses of the H&I admin body.
 - The Secretary should retain all itemized receipts and submit them to the H&I Chair, who will in turn, submit them to the NYCASC for reimbursement as needed.
- Maintain and read to the H&I body quarterly updates of Panel Leader attendance at the subcommittee meeting.

VIII-D. Literature Coordinator Requirements and Responsibilities:

- Two (2) years clean time.
- One (1) year of service as an NYCASC H&I Panel Leader.
- Attend monthly NYCASC H&I subcommittee meeting, including the steering committee meeting.
- Order and distribute NA Conference approved literature and any other items that the H&I subcommittee uses to carry the message, such as Area or Regional meeting lists.
- To assure accountability, keeps a complete record of all transactions and gives report at the H&I subcommittee meeting. Also, always have an accurate accounting of quantity of literature distributed, so that the Panel Leader's literature requests remain prudent and the H&I subcommittee fairly distributes the literature without exceeding budget.
- Submits the H&I literature order invoice to the H&I Chair, which in turn is delivered to the Area Treasurer.

VIII-E. Presentation Coordinator Requirements and Responsibilities:

- Two (2) years clean time.
- One (1) year of service as an NYCASC H&I Panel Leader.
- Follow NYCASC H&I policy and have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
- Is knowledgeable of how to make a presentation to a facility
- Attend monthly NYCASC H&I subcommittee meeting, including the steering committee meeting.
- If any presentations are done, then makes written and oral reports at the steering committee meeting.
- Attend monthly Public Relations (“PR”) subcommittee meetings.
- Coordinate and communicate with PR (Area and/or Region) on initial presentation requests.
- Maintain monthly contact with facilities until such time that a Panel Leader takes the commitment.

VIII-F. Panel Coordinator Requirements and Responsibilities

- One (1) year clean time
- Six (6) months NYC Area H&I experience
- Call facility contact people once per month and call the Panel Leaders as needed.
- Attend NYCASC H&I subcommittee meeting, including the steering committee meeting.
- Report on all facilities and status of Panel Leaders and Trainees.

VIII-G. Panel Leader Requirements and Responsibilities

- One (1) year clean time
- Successfully complete an 8 session NYCASC H&I training track and a mock presentation.
- Before taking a commitment at a facility in which they were formerly a client, they must have been out of that facility for one (1) years.
- Attend the NYCASC H&I Learning Days.
- Attend the monthly NYCASC H&I subcommittee meeting.
- Calls the Panel Coordinator after completing a commitment.
- If they are both a Panel Leader and Panel Coordinator within the same facility, either the H&I Chair or Vice Chair should be notified of the completion of the commitment.
- The Panel Coordinator should be notified in advance of any changes at a presentation.
- Panel Leader does not call the facility to cancel a presentation. If unable to fulfill a commitment, The Panel Leader:
 - Attempts to find a qualified replacement from an active member who is listed on the contact sheet maintained by the Secretary.
 - If the Panel Leader cannot get a replacement, then they should notify the Panel Coordinator who assists the Panel Leader to resolve the situation.
- Panel leader without a commitment will be considered an active panel leader for one year subsequent to his last H&I commitment.

- If Panel Leader is training a new member: keeps track of the number of training sessions and regularly reports the trainee's progress to the Panel Coordinator.
- Before training a new H&I member, a Panel Leader must have been an H&I Panel Leader for three (3) months.
- Panel Leaders are required to be at the respective facility at least fifteen (15) minutes prior to the start of the presentation to give ample time to go over the dos and don'ts with the speaker and meet with the trainee.
- Panel Leaders are expected to train trainees when asked, provided they have enough time in the commitment.
- Panel leaders may be exempted from attending the monthly subcommittee meeting on a case-by-case basis. However, they must be present to take a new commitment.

VIII-H. **Panel Leader Trainee**

- Mock presentations are to be done only by trainees who have completed their eight (8) week training track and have the required clean time to become a Panel Leader.
 - Trainees who complete the training and do not have the required clean time are encouraged to continue to train with their Trainer or at different facilities with the approval and coordination of the subcommittee.
 - If a trainee is approved to train at a different facility, the trainee will be able to open that presentation and be monitored by the Panel Leader at the said facility.
- Only Panel Leaders can be exempted from attending the monthly H&I subcommittee meeting.

A. **Panel Leader Trainee with Prior H&I Experience**

- In order to be considered a Panel Leader with prior H&I experience, the H&I service must have been done within the previous five (5) years and the member must have maintained continuous clean time and answer and/or agree to the following:
 1. Do you meet the aforementioned qualifications?
 2. Which Area did you train in?
 3. What kind of facility did you train in?
 4. How long have you done H&I service?
 5. Have you ever stepped down or been asked to step down from an H&I commitment? If so, why?
 6. Panel Leader with Prior Experience must be monitored at a presentation at least twice. He/she opens presentation, brings the speaker and runs the presentation.
 7. Does a mock presentation at the monthly subcommittee, after which the voting members of the subcommittee vote on whether to elect the member as a Panel Leader.
 8. Upon being voted in they are able to request an H&I commitment.
- The NYCASC H&I Subcommittee may contact the previous area to verify said service.

B. Panel Leader Trainee without Prior H&I Experience:

- Six (6) months clean time.
- Complete an eight (8) week training program. Training may be done at one or two commitments, including split biweekly commitments, but no more than one (1) training per week.
- Does a mock presentation at monthly subcommittee, after which the voting members of the subcommittee vote on whether to elect the member as a Panel Leader.
- Upon being voted in they are able to request an H&I commitment.
- Must attend NYCASC H&I Learning Day if one is held while member is in training.
- Attend monthly H&I subcommittee meeting.
- Call the Panel Leader trainer if any problems arise.

C. Questions to be asked of a Trainee during the Mock Presentation, in addition to questions from the Subcommittee:

- Who should you call in the case that you cannot make it to your presentation? (*first, you try to get coverage from another Panel Leader, and if you cannot, then you contact the Panel Coordinator*)
- What are three (3) of the Dos and Don'ts for the Speakers? (*refer to the Dos and Don'ts sheet*)
- How long is a Panel Leader commitment? (*one (1) year*)
- If you take a commitment, can you fulfill it?
- Have you read the NAWS H&I Handbook and the NYCASC H&I Policy?
- Where in the facility should you meet your speaker? (*lobby or outside*)
- Can your speaker bring a friend? (*no*)
- Where and how do you select your speakers? (*at NA meetings after hearing them share*)
- How many speakers can you bring to the presentation? (*two (2) and a trainee*)
- What do you do if your speaker begins to share the mess and not the message? (*shut them down*)

VIII-I. Training Coordinator:

- Two (2) years clean time
- One (1) year service as a NYCASC H&I Panel Leader
- A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.
- Attend NYCASC H&I subcommittee meeting, including the steering committee meeting.

IX. Training Program:

- Weeks 1 and 2, the trainee observes, but does not share during presentation.
- Weeks 3 and 4, the trainee hands out readings and may share during presentation.
- Weeks 5 and 6, the trainee leads the meeting but the Panel Leader gets the speaker(s).
- Weeks 7 and 8, the trainee leads the meeting and also gets the speaker(s).

- By the fourth week, should have read the NAWA H&I Handbook.
- Any week may be conducted as a pamphlet presentation in place of a speaker presentation.

X. Removal From the H&I Subcommittee:

- Relapse.
- Three consecutive (3) absences from the monthly subcommittee meeting within the yearly commitment will result in a discussion for removal by the subcommittee.
- Failure to fulfill the responsibilities and carry out the tasks delegated to each subcommittee member.

XI. Voting Procedures:

- Business may be conducted when two thirds (2/3) of the voting members from the previous month's meeting are present.
- Only two (2) quorum counts will be taken at the subcommittee meeting. The time of these counts shall be at the Chair's discretion.
- All matters before the subcommittee, except H&I policy changes, are decided by a simple majority.
- All proposed changes to H&I policy as presented to the subcommittee by the ad hoc policy committee are decided as is by two thirds (2/3) majority of the H&I subcommittee voting members and must be approved by the NYCASC general assembly.
- At the end of each ad hoc policy review meeting, the changes agreed to during that session shall not be changed as a subsequent ad hoc meeting.

XII. Voting Participants:

- Steering Committee Members.
- Panel Leaders.
- H&I Group Representatives.
- Former NYCASC H&I Panel Leader who regularly attends the monthly NYCASC H&I subcommittee meeting and has had a commitment within the past twelve (12) months.

XIII. Non-Voting Participants:

- Any NA member not listed in the Voting Participants section.
 - Any interested NA member who attends the H&I subcommittee meeting is permitted to debate, question, enter a motion or nominations, present reports, points of information, points of personal privilege, call for points of order, and query the Chair to appeal the decision of the Chair.
- NYCASC H&I Trainees.

XIV. Minimal Agenda for H&I Subcommittee Meeting:

- Meeting convened by the Chair
- Moment of Silence
- Serenity Prayer
- Twelve Traditions
- Twelve Concepts
- Decorum Statement
- Purpose and Definition
- Roll Call (Names & Commitment)
- Reading of Previous Month's Minutes
- Reports: Chair, Vice Chair, Panel Coordinators, Literature Coordinator, Presentation Coordinator, Training Coordinator, Panel Leaders with any issues from their commitments, Status of new Trainees
- Agenda presented for both old and new business
- Open Commitments
- New Trainees (the Training Coordinator to present an "orientation packet" to the trainee, which typically includes the NYCASC H&I Policy, the Do's and Don'ts, and the Training Track Sheet, during orientation)
- Open Discussion on H&I Issues
- Closing

PANEL LEADER FORMAT FOR AN H&I PRESENTATION

1. INTRODUCE YOURSELF AND WELCOME EVERYONE TO THE PRESENTATION.
"HELLO MY NAME IS _____, AND I'M AN ADDICT.
WELCOME TO THE _____ (DAY/NIGHT PRESENTATION OF NARCOTICS ANONYMOUS)."
2. "I WOULD LIKE TO OPEN THIS PRESENTATION WITH A MOMENT OF SILENCE FOLLOWED BY THE SERENITY PRAYER FOR THOSE WHO CARE TO JOIN.
GOD"
3. READINGS:
HAVE RESIDENTS VOLUNTEER TO READ

WHO IS AN ADDICT
WHAT IS THE NARCOTICS ANONYMOUS PROGRAM
WHY ARE WE HERE (OPTIONAL)
HOW IT WORKS

THANK THE READERS
4. "THIS IS A HOSPITALS AND INSTITUTIONS PRESENTATION.
BECAUSE RESIDENTS ACCESS TO REGULAR N.A. MEETINGS IS LIMITED
THE NEW YORK CITY AREA H&I SUBCOMMITTEE IS BRINGING THIS
PRESENTATION HERE.
5. "THE 10TH TRADITION STATES "NARCOTICS ANONYMOUS HAS NO OPINION
ON OUTSIDE ISSUES; HENCE THE N.A. NAME OUGHT NEVER BE DRAWN
INTO PUBLIC CONTROVERSY" ".
6. "N.A. IS A PROGRAM OF SUGGESTIONS, SOME OF THE SUGGESTIONS ARE:
 - WHEN YOU LEAVE THIS INSTITUTION, MAKE A MEETING.
 - MAKE 90 MEETINGS IN 90 DAYS.
 - GET PHONE NUMBERS OF OTHER RECOVERING ADDICTS AT EACH MEETING.
 - GET A SPONSOR, SOMEONE WITH A WORKING KNOWLEDGE OF THE 12 STEPS AND 12 TRADITIONS. FOR MORE INFORMATION ON SPONSORSHIP, PLEASE REFER TO THE SPONSORSHIP PAMPHLET (IP # 11).
 - STAY AWAY FROM PEOPLE, PLACES, AND THINGS.
 - TRY AND IDENTIFY WITH THE SPEAKERS FEELINGS, DO NOT COMPARE.
 - THERE IS LITERATURE AND MEETING LISTS. PLEASE TAKE SOME AFTER THE MEETING."
7. "THE FORMAT OF THIS PRESENTATION IS A SPEAKER WILL SHARE FOR
15 - 20 MINUTES. AFTER THE SPEAKER(S) HAVE FINISHED, THERE
WILL BE TIME FOR ANY QUESTIONS AND/OR SHARING. THERE WILL BE
NO CROSS-DISCUSSION WHILE ANYONE IS SHARING."
8. INTRODUCE YOUR SPEAKER / PANEL MEMBER.
9. OPEN THE PRESENTATION TO QUESTIONS AND/OR SHARING.
10. CLOSE THE PRESENTATION WITH A MOMENT OF SILENCE FOR THE
ADDICTS STILL SUFFERING FOLLOWED BY THE SERENITY PRAYER FOR
THOSE WHO CARE TO JOIN "GOD"