

Narcotics Anonymous New York City Area
Hospitals & Institutions Subcommittee Policy

- I. Purpose
- II. Definition
- III. Standing Subcommittee Members
- IV. Subcommittee Functions
- V. Steering Committee Members
- VI. Steering Committee Functions
- VII. Subcommittee Positions Term Limits
- VIII. Requirements and Responsibilities of Subcommittee Positions
 - A. Chair
 - B. Vice Chair
 - C. Secretary
 - D. Literature Coordinator
 - E. Presentation Coordinator
 - F. Panel Coordinator
 - G. Panel Leader
 - H. Panel Leader Trainee
 - a. Panel Leader Trainee with Prior H&I Experience
 - b. Panel Leader Trainee without Prior H&I Experience
 - I. Training Coordinator
- IX. Training Program
- X. Removal From H&I Subcommittee
- XI. Voting Procedures
- XII. Voting Participants
- XIII. Non-Voting Participants
- XIV. Minimal Agenda for H&I Subcommittee Meeting
- XV. Panel Leader Format

I. Purpose: The Hospitals & Institutions (H&I) Subcommittee of the New York City Area Service Committee (NYCASC) 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 comprises NA members who believe in the concept, "to ensure 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(s)
- Presentation Coordinator
- Training Coordinator
- Panel Leaders
- H&I Group Representatives
- Any NA member who wants to participate

IV. Subcommittee Functions:

- Conduct a monthly business meeting, including filling commitments, providing updates on current commitments and issues, taking on new trainees, and conducting any other relevant subcommittee business.
- Conduct an annual policy review of H&I guidelines to be approved by the subcommittee and then submitted to NYSASC for approval.
- Serve as a communication link between the NYCASC and the H&I subcommittee members.
- Hold regular elections for open subcommittee commitments, with the Chairperson nominee being presented to the NYCASC for approval.
- In conjunction with the NYCASC Public Relations Subcommittee, or the Regional or another GNYRSC Area if the NYCASC PR subcommittee is not active, 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.

- Every six months (December and June), submits to the NYCASC a projected budget based upon growth of the subcommittee and its financial needs.

V. Steering Committee Members:

- Chair
- Vice Chair
- Secretary
- Literature Coordinator
- Panel Coordinators
- Presentation Coordinator
- Training Coordinator
- Ad Hoc Chair(s)

VI. Steering Committee Functions:

- Responsible for setting meeting agenda prior to the subcommittee meeting.
- Participation is limited to members of the steering committee; however, standing subcommittee members may attend to observe without participation unless recognized by the Chair.

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 June to May and are one (1) year in length, not to exceed two (2) consecutive terms. Chair nomination is brought to NYCASC in April for election in May.
- Panel Leader commitments are for one (1) year in length, not to exceed two (2) consecutive terms. The current Panel Leader retains the first option to keep the position after their first term. After completing two consecutive terms, the commitment should be listed as 'open' and the outgoing Panel Leader may continue to fulfill the commitment on a month-to-month basis until a new Panel Leader is elected.
- Note: Panel Leaders who have completed their two-year commitment may not switch to the alternate week of the same commitment for their next term.

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.

- Must be an active NYCASC H&I Panel Leader.
 - Note: See definition of “Active Panel Leader” in VIII-G
- 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 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 result in a discussion for removal by the subcommittee.
- 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 or have contact with administration at any facility, as needed.
- Attend the NYCASC H&I Learning Day.
- Manages NYCASC H&I email or delegates responsibility to either vice-chair or secretary.

VIII-B. Vice Chair Requirements and Responsibilities:

- Two (2) years clean time.
- One (1) year of service as an NYCASC H&I Panel Leader.
- Must be an active NYCASC H&I Panel Leader
 - Note: See definition of “Active Panel Leader” in VIII-G
- 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 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.

- Is responsible for the H&I subcommittee’s revolving fund (\$100.00). The revolving fund is used for printing and small miscellaneous expenses of the H&I admin body.
 - The Vice Chair should retain all itemized receipts and submit them to the Chair, who will in turn, submit them to the NYCASC for reimbursement as needed.
- Missing two (2) H&I subcommittee meetings (including steering) may result in a discussion for removal by the subcommittee.
- 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.
- Must be a NYCASC H&I Panel Leader
- Attend the monthly NYCASC H&I subcommittee meeting, including the steering committee.
- Missing two (2) H&I subcommittee meetings (including steering) may result in a discussion for removal by the subcommittee.
- Good note taking skills.
- Record an accurate set of minutes at each subcommittee meeting and H&I steering committee and email them to the body within 1 week of subcommittee meeting.
- Maintain and update list of all presentations with day, time, facility, panel leaders, panel coordinators names and numbers, and orientation packages.
- In the absence of the Chair and Vice Chair, assumes the responsibilities of the Chair.
- Maintain and read to the H&I subcommittee 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.
- Must be an active NYCASC H&I Panel Leader
 - Note: See definition of “Active Panel Leader” in VIII-G
- 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 and makes sure literature is current.
- To assure accountability, keeps a complete record of all transactions and gives report at the H&I subcommittee meeting. Also, always has 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 the \$250 budget.

- Submits the H&I literature order invoice to the H&I Chair, which in turn is delivered to the Area Treasurer.
- Responsible for stamping literature with NYCASC H&I stamp, and bundling for distribution to Panel Leaders.

VIII-E. Presentation Coordinator Requirements and Responsibilities:

- Two (2) years clean time.
- One (1) year of service as an NYCASC H&I Panel Leader.
- Must be an active NYCASC H&I Panel Leader.
 - Note: See definition of "Active Panel Leader" in VIII-G
- A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.
- Is knowledgeable of how to make a PR 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 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, at which time the Panel Coordinator takes over communication with the facility.

VIII-F. Panel Coordinator Requirements and Responsibilities

- Two (2) years clean time.
- One (1) year of service as an NYCASC H&I Panel Leader.
- Must be an active NYCASC H&I Panel Leader.
 - Note: See definition of "Active Panel Leader" in VIII-G
- Call the facility contact people once per month and call the Panel Leaders as needed.
- Meet with facility contacts 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 the 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) year.
- Attend the NYCASC H&I Learning Days.
- Attend the monthly NYCASC H&I subcommittee meeting.
- Contacts the Panel Coordinator after completing a commitment.
- Notifies Panel Coordinator if they have a trainee and confirms the number of trainings they have completed.
- 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 is responsible for finding coverage:
 - a. Attempts to find a qualified replacement from an active member who is listed on the contact sheet maintained by the Secretary.
 - They should reach out individually to at least 3 active panel leaders before escalating to the Panel Coordinator.
 - b. If the Panel Leader cannot get a replacement, then they should notify the Panel Coordinator who assists the Panel Leader to resolve the situation.
- If Panel Leader is training a new member, they should proactively help the trainee to learn the do's and don'ts and understand the Panel Leader requirements, keep track of the number of training sessions and regularly report the trainee's progress to the Training 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 do's 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 granted an exemption from attending the monthly subcommittee meeting on a case-by-case basis, provided they are not Steering Committee members. However, they must be present to take a new commitment.
- Panel Leaders are to screen and ensure that a speaker does not have any type of negative history with the facility they are being asked to speak at.
- Active Panel Leader defined: a Panel Leader without a commitment will be considered an **active panel leader** for one year subsequent to their last NYCASC H&I commitment.

- a. To maintain Active Panel Leader status, you must cover at least three (3) commitments per year. As long as you meet this requirement, you can remain active indefinitely without needing to take on a new one-year commitment. However, if you do not meet the three-commitment minimum in a given year, you will need to take on a new one-year commitment to regain active status.

VIII-H. Panel Leader Trainee

- Mock presentations are to be done only by trainees who have completed their 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 said facility.
 - Trainees should complete their mock presentation within two months of completing their training, unless extended on a case-by-case basis.
 - If more than one Mock Presentation is occurring at the same Subcommittee meeting, the other trainee will leave the room while the first Mock Presentation is being done.
- Panel Leader trainees cannot be exempted from attending the monthly H&I subcommittee meeting.
- By the fourth week, should have read the NAWS H&I Handbook and the NYCASC H&I Policy.
- Trainees are asked to have their cameras on during the Subcommittee meeting, both when introducing themselves for the first time and during their mock presentation.

VIII-H-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:
 - a. Do you meet the aforementioned qualifications?
 - b. Which Area did you serve in?
 - c. What kind of facility did you serve in?
 - d. How long have you done H&I service?
 - e. Have you ever stepped down or been asked to step down from an H&I commitment? If so, why?

- Panel Leader with Prior H&I Experience must be monitored at a presentation at least twice. They open the presentation, bring the speaker and run the presentation.
- 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.
- 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. This does not count as one of their two observations.
- The NYCASC H&I Subcommittee may contact the previous area to verify said service.

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

- Six (6) months clean time.
- Complete a six (6) week training program. Training may be done at one or two commitments, including split bi-weekly commitments, but no more than one (1) training per week.
 - Training must be completed within three (3) months.
 - After 4 months, if not completed, the training must start over.
 - If trainees fail to attend two (2) consecutive scheduled training sessions without prior communication, they will be required to restart the entire training program.
- 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.
- 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; attending this counts as one of the first 4 trainings.
- Attend monthly H&I subcommittee meeting.
- Call the Panel Leader trainer if any problems arise.

Possible questions to ask of a Trainee during the Mock Presentation. The Chair should choose at least three (3) of these to ask, followed by questions from the subcommittee:

1. Who should you call in the case that you cannot make it to your presentation? (first, it is your responsibility to get coverage from other Panel Leaders, and if you cannot, then you contact the Panel Coordinator so they can let the facility know the presentation will not be held)
2. From memory, what are three (3) of the Dos and (3) of the Don'ts for the Speakers? (refer to the Dos and Don'ts sheet)
3. How long is a Panel Leader commitment? (one (1) year)
4. If you take a commitment, can you fulfill it?

5. Have you read the NAWS H&I Handbook and the NYCASC H&I Policy?
6. Where in the facility should you meet your speaker? (lobby or outside)
7. Can your speaker bring a friend? (no)
8. Where and how do you select your speakers? (at NA meetings after hearing them share)
9. How many people can you bring to the presentation? (two (2) speakers and a trainee)
10. 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.
- Must be an active NYCASC H&I Panel Leader.
 - Note: See definition of "Active Panel Leader" in VIII-G
- 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.
- For new members interested in training, provides them with the Orientation Package, NAWS H&I Handbook, and NYCASC H&I Policy.
- Connects trainees with Panel Leader trainers for the commitment they will be training at.
- Is available to answer questions from trainees.
- Track and maintain records of trainee participation in training sessions, with input from the Panel Coordinators as the case may be, and reports on the status to the Steering Committee.

IX. Training Program:

- Weeks 1 and 2, the trainee hands out readings and may share during presentation.
- Weeks 3 and 4, the trainee leads the presentation but the Panel Leader gets the speaker(s).
- Weeks 5 and 6, the trainee leads the presentation and also gets the speaker(s).
- By the fourth week, should have read the NAWS H&I Handbook and the NYCASC H&I Policy.
- Any week 1-4 may be conducted as a pamphlet presentation in place of a speaker presentation.

X. Removal From the H&I Subcommittee:

- Relapse.
- Three (3) consecutive absences from the monthly subcommittee meeting within the yearly commitment, regardless of noted in the minutes as excused or unexcused, 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.
- Misappropriation of NA funds.
- Disruptive or violent behavior, including sexual harassment.

XI. Voting Procedures:

- Business may be conducted when two thirds (2/3) of the voting members from the previous month's meeting are present.
- Newly elected Panel Leaders become voting members at the following subcommittee meeting.
- 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 present 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 at a subsequent ad hoc meeting.

XII. Voting Participants:

- Steering Committee Members.
- Panel Leaders.
- H&I Group Representatives.

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 question and ask for points of information, only during the discussion portion of the meeting.
- NYCASC H&I Trainees.
- Chairperson (Chairperson can vote only to break a tie).

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 Trainees, Ad Hoc Reports
- Agenda presented for both old and new business
- Open Commitments
- New Trainees
- Open Discussion on H&I Issues
- Closing with Serenity Prayer

XV. Panel Leader Format

PANEL LEADER FORMAT FOR AN IN-PERSON H&I PRESENTATION

1. INTRODUCE YOURSELF AND WELCOME EVERYONE TO THE PRESENTATION. "HELLO MY NAME IS _____, AND I'M AN ADDICT. WELCOME TO THE _____ (Note to Panel Leader - you say the actual day of the week it is) 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 NA 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 NA NAME OUGHT NEVER BE DRAWN INTO PUBLIC CONTROVERSY"
6. "NA IS A PROGRAM OF SUGGESTIONS, SOME OF THE SUGGESTIONS ARE:
 - o WHEN YOU LEAVE THIS INSTITUTION, MAKE A MEETING. GROUPS MEET DAILY, BOTH VIRTUALLY AND IN-PERSON. VISIT NYCNA.ORG OR CALL THE NA HELPLINE AT 212-929-NANA FOR THE MOST UP-TO-DATE INFORMATION.
 - o MAKE 90 MEETINGS IN 90 DAYS.
 - o GET PHONE NUMBERS OF OTHER RECOVERING ADDICTS AT EACH MEETING.
 - o 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).
 - o STAY AWAY FROM PEOPLE, PLACES, AND THINGS.
 - o TRY AND IDENTIFY WITH THE SPEAKER'S FEELINGS, DO NOT COMPARE.
 - o THERE ARE MEETING LISTS AND LITERATURE AVAILABLE, STAMPED WITH THE HELPLINE NUMBER. PLEASE TAKE SOME AFTER THE PRESENTATION."
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 ---"