

Boulder Area Hospitals and Institutions Subcommittee Guidelines

Article I: Name and Purpose

The Boulder Area Hospitals and Institutions (H&I) Subcommittee is a group of service members of Narcotics Anonymous (NA), which exists for the purpose of carrying the NA recovery message to addicts in hospitals, recovery houses, prisons, and related lockdown facilities. H&I members are governed by the general rules of the facilities in which we operate.

This is a subcommittee of the Boulder Area Service Committee (BASC). We shall maintain effective communication and complete accountability to the BASC.

Regular H&I subcommittee meetings are to be held on the second Tuesday of every odd month at 6:30 pm.

Article II: Functions of the Subcommittee

1. Elect officers and panel coordinators to communicate with the facilities we serve. Each facility must have a panel coordinator who meets the requirements for the position
2. Disseminate all information to and from all panels through their panel coordinator
3. Disburse NA literature to the panel leaders
4. Conduct bi-monthly business meetings
5. Provide a H&I service representative for participation at the area and regional levels
6. Coordinate the development of new H&I meetings, presentations, and orientations

Article III: Elections

The subcommittee's officers shall consist of chairperson, vice chairperson, secretary, and panel coordinators. All officers are to be elected by a majority vote of the subcommittee, except the chairperson, who is elected by the BASC.

1. Eligible voters are anyone who has been actively participating in H&I service and must be present at the time of vote.
2. All officers are elected for a term of one year and will be eligible for reelection. In the spirit of rotation, it is recommended that officers do not exceed two consecutive terms unless there are no other willing volunteers.
3. An officer absent for more than two consecutive subcommittee meetings is grounds for dismissal.
4. Any subcommittee officer, except for the chairperson, may be removed from office by a majority vote of the subcommittee.
5. In the case of resignation, the vice chairperson shall automatically assume the position of chairperson until the BASC is able to elect a new chairperson.

Article IV: Qualifications and Duties of Officers

Chairperson requires two years clean, six months of prior H&I experience, and a one-year term commitment, according to BASC guidelines. The chairperson must adhere to BASC guidelines as well as H&I subcommittee guidelines. BASC guidelines state a two-year term limit.

1. Prepares the bi-monthly subcommittee agenda

2. Coordinates panels in the absence of panel coordinator until a new panel coordinator is assigned
3. Carries out policies and orders literature
4. Represents the subcommittee at the area and regional levels
5. Keeps a list of addresses and contact information for each hospital and institution the subcommittee is serving
6. Maintains list of all panel coordinators
7. Maintains list of all service members
8. Maintains and provides guidelines
9. Ensures the subcommittee meeting information is accurate on the BASC website and meeting list
10. Reviews and updates the BASC H&I webpage as needed, but not less than once a year

Vice Chairperson requires one year clean and six months involvement with the subcommittee.

1. Assumes the role of the chairperson in the event of his/her absence
2. Assumes the role of secretary in the event of his/her absence
3. Willing to transition to the Chairperson position

Secretary requires one year clean.

1. Takes and distributes minutes of all subcommittee meetings
2. Updates and distributes a Help Wanted flyer as needed
3. Sends minutes and Help Wanted flyers to the BASC webservant to post on the BASC website
4. Keeps a record of all subcommittee members including phone and email

Panel Coordinator requires one year clean and six months involvement in the subcommittee. Panel coordinators are elected by a majority vote of the subcommittee after being cleared to enter the facility, completed facility orientation, and served in that facility for no less than three months. Panel coordinators are required to attend subcommittee meetings and provide a report.

1. Instructs panel members and interested service members on facility requirements, regulations and their general rules
2. Responsible for obtaining and maintaining meeting materials, such as literature, schedules, and CD's
3. Reports to the subcommittee on the facility meetings
4. Participates in learning days or orientations
5. Maintains contact with the facility as needed

Article V: Panel Members requirements for each facility are as follows:

1. No clean time required to attend subcommittee meetings
2. Three months clean to attend and six months clean required to speak on panels (outside of jails)
3. H&I jail service typically requires two years off paper and one year clean
4. Jails require members to complete a volunteer application, pass a background check, and attend orientation before they can serve on the panel

Panel members may sponsor individuals in jails and institutions as a member of NA. Members are reminded that when sponsoring individuals, you are acting as a sponsor and a member of NA, not as a representative of H&I. Your visits must be cleared with the facility coordinator.

Article VI: Literature

1. The H&I Chairperson may purchase literature within the BASC budget for H&I
2. The BASC H & I literature funds can be utilized to purchase a recorder, CD's, and other materials for the H&I library
3. The H&I subcommittee's function is to carry the message to addicts who have very limited or no access to it otherwise. Therefore, there are no restrictions on fund raisers or sale of merchandise to supply literature for individuals and groups in the facilities we serve. All activities and functions such as these must be approved by the BASC
4. The H&I Regional subcommittee may have literature available if the BASC cannot meet the financial needs of H&I

Article VII: Amendments

Guidelines may be amended by a subcommittee majority as appropriate.

Article VIII: General Information

Any service member of the subcommittee is automatically disqualified from service upon relapse. The member may be eligible for service when they meet the guidelines for that position.

Any member not conforming to the rules of the facility shall automatically be relieved of service by either the panel coordinator or subcommittee.

Any member who is volunteering outside of H&I service or working in a facility shall not participate in the panels serving that facility. This is to keep the message of NA clear and to avoid personal and professional conflict.

Length of clean time and facility requirements are to be rigidly upheld by the subcommittee and panel coordinators.

You are reminded that the H&I subcommittee exists to share the NA message, our experience, strength and hope in accordance with our fifth tradition which states that we have, "but one primary purpose, to carry the message to the addict who still suffers."