

# Central California Regional Hospitals and Institutions Subcommittee Guidelines

## **I. General Purpose**

Many of us now recovering in NA first heard the message of recovery while in a hospital or institution of some kind. We, of this service body, acknowledge the vital importance of carrying the message in this manner. We recognize our responsibility to support and facilitate the growth of the H&I effort in the Central California Region. It is for this purpose that we have created the H&I subcommittee of the Regional Service Committee.

## **II. Membership**

The Subcommittee shall consist of administrative officers: (Chairperson, Vice-Chairperson, and Secretary); all level H&I Chairpersons and/or their Vice-Chairpersons, and all involved members interested in H&I Work. The only officer affirmed by the general session of the Region will be the Chairperson. The Chairperson, Vice-Chairperson, and Secretary will be elected in the Subcommittee. The Vice-Chairperson of the R.S.C. is a member of this Subcommittee. All Subcommittee members, except the Chairperson, may bring discussion items to the floor. All members participate in the decision making until a consensus is reached.

## **III. Functions of the Subcommittee**

- A. Is a resource of members, groups, and areas in their H&I efforts to provide supplies, literature, information and other materials necessary to carry the message.
- B. Provides a forum of pooling place for Area H&U Subcommittees to share their experience, strength and hope.
- C. Maintains an updated listing of all appropriate facilities within the Region, records which are served by each Area Subcommittees, and the type of services that are being performed.
- D. Conducts and /or coordinates outreach projects that carry the message into facilities hat cannot be served by an Area Subcommittee.

- E. Conducts workshops to address and/or work on problems the member areas are experiencing, or to discuss new methods of H&I work.
- F. Maintains communication with NAWS so that member areas may be informed of their activities. Communication flows both ways between the Area and World level through the Regional Subcommittee.
- G. Performs any other activities that benefit the H&I efforts in the Region.
- H. May remove from office: Chairperson, Vice-Chairperson, and/or Secretary for noncompliance. A consensus is required. Noncompliance includes, but is not limited to,
  - 1. Loss of abstinence.
  - 2. Non-fulfillment of duties to their position.
  - 3. Absence of two consecutive regularly scheduled meeting without prior notification to the Subcommittee.
- I. Will meet on the second Sunday of January, April, July, and October at 11:00 am. The location of the meeting will rotate among the areas it serves.

#### **IV. Qualifications and Responsibilities of Officers**

- A. Chairperson
  - 1. Is elected by the group conscience of the Subcommittee and affirmed by the R.S.C.
  - 2. Complete abstinence from all drugs for three (3) years.
  - 3. Must have one (1) year experience in Regional H&I service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.
  - 4. Mediates all Subcommittee meetings with the general understanding of Consensus Based Decision Making.
  - 5. Prepares a report for each R.S.C. meeting, participates in Consensus-Based decision-making on behalf of H&I, and is the voice of the H&I Subcommittee.
  - 6. Coordinates and is responsible for all work done by the Subcommittee.
  - 7. Is available to answer questions from the Area H&I Subcommittee.
  - 8. Maintains communication with NAWS.

9. Prepares a budget with the Subcommittee to be submitted for the approval of the R.S.C., as outlined in their guidelines.
10. If necessary, may be removed by the F.S.C., as outlined in their guidelines.
11. Service Commitment shall be for a period of two (2) years. To be elected in alternate years of the Vice Chairperson, to ensure that the committee always has at least one officer with one year of practical experience at the Regional H&I level.

B. Vice-Chairperson

1. Is elected by the H&I Subcommittee.
2. Complete abstinence from all drugs for two (2) years.
3. Must have one (1) year experience in Regional H&I service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.
4. Works with the Chairperson to ensure smooth operation of the H&I Subcommittee.
5. Performs the duties of the Chairperson when absent.
6. If necessary, may be removed by a consensus of the Subcommittee.
7. Service commitment shall be for a period of two (2) years. To be elected in alternate years of the Chairperson, to ensure that the committee always has at least one officer with one year of practical experience at the Regional H&I level.

C. Secretary

1. Is elected by the H&I Subcommittee.
2. Complete abstinence from all drugs for one (1) year.
3. Must have six (6) months experience in Regional H&I service and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through application.
4. Works with the Chairperson to ensure smooth operation of the H&I Subcommittee.
5. Must have clerical skill.
6. Must keep an accurate set of minutes of all H&I Subcommittee meetings and learning session topics discussed; they should be ready for distribution to all subcommittee members within fourteen (14) days.
7. If necessary, may be removed by a consensus of the Subcommittee.
8. Service commitment shall be for a period of two (2) years.

## **V. Decision Making Membership**

Consists of Regional H&I Chairperson, Vice-Chairperson, Secretary, and our member Areas H&I Chairpersons or their representatives.

## **VI. Budget of the Subcommittee**

- A. Budget requests shall be submitted in a general session of the R.S.C. at the first of the year, approved by the RCMs, and dispersed through the Regional Treasury. The development of an annual project agenda is important in the establishment of a budget.
- B. The Regional H&I Subcommittee shall not keep an Emergency Fund or Accounting of Emergency Funds. The Subcommittee will petition the Regional Service Committee for Emergency Funds, travel expenses, and as the need for funding arises, with receipts an/or vouchers.

## **VII. H&I Literature**

Requests for donated literature are received by the Regional H&I Chairperson, who will forward the request to the Area H&I Chairperson, who will then fill the request through the Area Literature Subcommittee. The requests will be prioritized based on the need by the H&I Chairperson.

## **VIII. H&I Guidelines**

Amendments to these guidelines may be made in the Subcommittee; new guidelines must then be submitted to the R.S.C. for approval.