

AREA L.E.G.S. – LAKE ERIE GENERAL SERVICES

HOSPITALS AND INSTITUTIONS SUB COMMITTEE [2026]

Chair, Vice Chair, Secretary Guidelines & Facility Chair/s

PURPOSE: To carry the message to the addict where recovery is not presently available. This will include existing hospitals, institutions, and the initiation of meetings where traditional NA recovery is not available.

RESPONSIBILITY: H&I Subcommittee is a group of member addicts within an Area committed to working towards achieving the primary purpose of **Narcotics Anonymous Subcommittee Meetings** -- Membership should consist of regular participants of traditional NA meetings. The meeting should be held in a neutral site. The meetings are to be held from 3:45pm - 5:15pm.

Chairperson: Nominated and voted in at the Area Service Committee

1. Two (2) years clean time, relapse is automatic resignation
2. One (1) year commitment
3. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
4. Act as a guide, chair group conscience, has no opinion and only votes to break a tie
5. Is responsible to Area LEGS
6. The ability to organize and give the subcommittee direction and incentive
7. Must attend Regional H&I Subcommittee, ASC and subcommittee meetings
8. Supply a financial/inventory report to ASC monthly
9. Submit any changes to H&I guidelines to the Area LEGS Policy Subcommittee
10. Any contact with an outside entity should include at least two (2) members (see Area guideline #26)

Vice-Chairperson: Nominated and voted in at the Area Service Committee

1. One (1) years clean time, relapse is automatic resignation
2. One (1) year commitment
3. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
4. Act as a guide, chair group conscience in the absence of the chair
5. Helps to keep the proceedings orderly
6. Attends all Area LEGS service committee meetings
7. Must attend Regional H&I Subcommittee, in the absence of the Chairperson
8. Any contact with an outside entity should include at least two(2) members (Guideline 26)

Subcommittee Secretary: Nominated and voted in at the H&I Subcommittee

1. Must have a minimum of six months clean time, relapse is an automatic resignation
2. Takes an accurate set of Minutes at each monthly meeting
3. Place facility meetings on the minutes three (3) months prior to end of term
4. Keep an updated list of members who would like to participate in an H&I meeting
5. Updates facilities and facility contacts, as well as, the subcommittee roster

Hospitals & Institutions Handbook pg. 89

Subcommittee Literature Coordinator: Nominated and voted in at the H&I Subcommittee

1. Must have a minimum of six months clean time, relapse is an automatic resignation.
2. Shall fill literature orders from the panel leaders.
3. Shall keep a continuing record of literature distributed to panel leaders.
4. Shall make a report at the regular H&I subcommittee meetings on literature distributed.
5. Shall work with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I subcommittee budget.
6. Shall audit distribution records on an ongoing basis to ensure that requests for literature from panel leaders are prudent and do not put the subcommittee over budget.

H&I Facility Chairperson and Substitute Chairperson

1. Must have a minimum of six months clean, relapse is an automatic resignation
2. Should be elected at the Subcommittee for a **six (6) month** term
3. This person must have either been a previous Chairperson or shared at two-H&I facility meetings within the last three (3) months. Must refer to H&I guidelines for additional requirements.