

AREA L.E.G.S. [LAKE ERIE GENERAL SERVICES]

(Current)

Hospitals and Institutions Subcommittee Guidelines

H&I Guidelines Page – 1

1. That the Subcommittee Chairperson, Vice-Chairperson, and the Secretary be the only members of the H&I Subcommittee to attend a facility meeting without the approval of the Subcommittee, and they must inform the facility
 - a. A member of the executive committee or appointed member of H&I must visit each facility at least once a year – to ensure guidelines are being followed and to ensure a continued good relationship with the facility.
 - b. H & I facility meetings are not a Traditional meeting therefore, the only persons of this Fellowship who can attend an H&I facility meeting are those who do so as speakers, panel members, or upon approval by the H&I Subcommittee. We have no opinion on alumni of the facility.
2. At the discretion of the Facility Chairperson and that facility, men can share at all female facilities and women can share at all male facilities. A male can only chair all male facilities and females can only chair all female facilities. It is strongly suggested that men share at men facilities and women share at women facilities.
3. That we accept the twenty-three *Suggested Topics* and the IPs listed in Guideline #13 for use, at the discretion of the Facility Chairperson, at H&I meetings.
4. It is the Facility Chairperson's responsibility to see that the meetings are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facility. This person acts as the liaison between the H&I Subcommittee and the facility. Any problems should be reported to the H&I Subcommittee Chairperson and/or Vice-Chairperson and included in the regular report to the H&I Subcommittee.
 - a. Two failed facility reports within a six month period by a chairperson or substitute chairperson will result in that member being removed from assignment. The failed reports do not have to be from the same facility. [Nov. 2013]
 - b. A chairperson can be removed from a position if they display blatant disregard for facility and /or H&I Guidelines
5. Each Facility Chairperson should follow this procedure of responsibility when they cannot conduct a facility meeting:
 - a. Call and/or text everyone on the list of Chairpersons and Substitute Chairpersons; or to those that pertain to a specific facility.
 - b. Call and/or text the H&I Subcommittee Chairperson and/or Vice-Chairperson.
 - c. Call the facility to inform them if there will be a meeting or not, if a meeting will be held; let the facility contact person know who will be chairing.
 - d. Absence from a facility meeting without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting will result in an unwarranted absence. This includes as well, absence of any member of the H&I Subcommittee assigned to monitor a newly elected chairperson and does not make adequate arrangements for a replacement. (Oct. 2013)

AREA L.E.G.S. [LAKE ERIE GENERAL SERVICES]

(Current)

H&I Guidelines Page – 2

6. The H&I Subcommittee read the Guidelines and Do(s) and Don't(s) quarterly (every three months (January, April, July, and October)); exception: the Guidelines should be read whenever a new chairperson or substitute chairperson is elected or as needed.
Each member is still expected to remain highly acquainted (thoroughly) with the guidelines and do(s) and don't(s).
7. Facility Chairpersons select members of the Fellowship to share on panels or act as speakers. The Chairperson should make a conscientious effort to find qualified members to share the Narcotics Anonymous message of recovery at H&I meetings.
8. When elected, each Chairperson and/or Substitute Chairperson shall be given a "kit" containing five of each selected IP's, five schedules, a set of Readings, a copy of the format for facility meetings, the Suggested Topics, the "Do's and Don'ts," and a copy of the H&I Subcommittee Guidelines.
9. Each Facility Chairpersons service is to begin the week following the election; the previous Chairperson should attend the first facility meeting with the newly elected Chairperson. This would allow the newly elected Chairperson to possibly meet the contact person of that facility.
10. To become a Chairperson or a Substitute Chairperson, members must attend at least one H&I Subcommittee meeting and have shared at two H&I facilities within the past three months (9/15/2002).
11. To have quarterly H&I workshops. Times for quarterly workshops to be held at 6:00 p.m. with regular H&I meeting following the workshop.
12. H&I must use the Little White Booklet and the I.P.'s For Young Addicts by Young Addicts (for Youth facilities only), Am I An Addict, Behind the Walls, For Those in Treatment, Just for Today, Sponsorship, For the Newcomer, Welcome to Narcotics Anonymous, and Staying Clean on the Outside. H&I must order from Literature and distribute to H&I facilities Quad-fold meeting schedules when available.
13. Per Area LEGS guideline #4, a warranted absence is: death, illness, job-related or immediate emergency. Two unwarranted absences is an automatic resignation for any position.
 - a. must follow H&I guideline #5 for absence at a facility meeting
 - b. two (2) early departures from the H&I Subcommittee meeting equal one (1) unwarranted absence
 - c. a person who wishes to resign from a H&I position must submit the resignation in writing to the body of the H&I Subcommittee.
14. When there are five or more open meetings, the H&I Subcommittee will not take on any new meetings until the open meetings are filled. As each open meeting is filled a new meeting can be accepted.

AREA L.E.G.S. [LAKE ERIE GENERAL SERVICES]

(Current)

H&I Guidelines Page – 3

15. A newly elected Chairperson/Sub-Chairperson of a facility meeting be monitored by an experienced H&I subcommittee member for 2 – 4 times during the month immediately following election. The newly elected facility chairperson selects the panel members or speaker who must be a member of Narcotics Anonymous.

a) It is the newly elected substitute chairperson's responsibility to contact a current facility chairperson to arrange attending the stated meeting.

TRAINING COMMITMENT:

BASED ON TIME ABSENT FROM H&I COMMITTEE OR FOR THOSE WHO HAVE NEVER SERVED ON THE H&I SUBCOMMITTEE

Reference guide for guideline #15 as it pertains to training for newly elected chairpersons and substitute chairpersons.

- Any newly elected Facility Chairperson who has experienced **six (6) months to one (1) year of absence** from service in the the H&I Subcommittee at the time of election (*will be monitored two (2) consecutive times in the month immediately following election*)
- Any newly elected Substitute Chairperon who has experienced **six (6) months to one (1) year of absence** from service in the the H&I Subcommittee at the time of election (*will observe two (2) facility meetings and be monitored at two (2) facility meetings in the month immediately following election*)
- Any newly elected Facility Chairperson who has experienced **one (1) or more years** of absence from service **or who have never served on** the H&I subcommittee at the time of election (*will be monitored for four (4) consecutive times in the month immediately following election*)
- Any newly elected Substitute Chairperson who has experienced **one (1) or more years** absence from service **or who have never served on** the H&I subcommittee at the time of election – (*will observe two (2) facility meetings and be monitored at two (2) facility meetings in the month immediately following election*)

A newly elected Substitute Chairperson should make every effort to observe different meetings. Also, see guideline 15a.

If the Facility Chair does not attend when a person is scheduled to observe, the person that is observing should not be penalized. He or she will be allowed another week to complete training

*Intent: To assure that the H&I Subcommittee fulfills it is responsibility of carrying the NA message of recovery.