

# **ELVANA**

## **Hospitals & Institutions (H & I) Guidelines**

(Revised 12/2009)

### **I. PURPOSE**

The East Las Vegas Area of Narcotics Anonymous (ELVANA) Hospitals & Institutions (H & I) Subcommittee is responsible for carrying the Narcotics Anonymous message of recovery into hospitals and institutions where addicts do not have full access to regular N.A. meetings. The Hospitals & Institutions (H&I) Subcommittee initiates, conducts and coordinates all H&I meetings, presentations, and activities in the Area, but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

### **II. SUBCOMMITTEE MEMBERSHIP AND VOTING**

Any NA member may attend the H & I Subcommittee regardless of clean time, and everyone in attendance has discussion privileges. However, three (3) consecutive months of attendance are required for Subcommittee membership. Membership is required for voting privileges. Our Seventh Concept reminds us, *“All members of a service body bear substantial responsibility for that bodies decisions and should be allowed to fully participate in its decision-making process.”*

Motions may be submitted verbally or in writing to the Chairperson. All motions must be seconded. Thorough discussion followed by a vote will be the primary method of decision-making. The Subcommittee Chairperson will be responsible for guiding the flow of the discussion. Formal voting will take place on all motions in order to ensure a clear decision.

### **III. SUBCOMMITTEE TRUSTED SERVANT POSITIONS**

H & I Trusted Servants are expected to attend all Subcommittee meetings. Whenever a Trusted Servant is unable to attend for any reason, they are encouraged to submit their reports in advance of the scheduled meeting, and will be recorded as “not present, report submitted”.

#### **A. Chairperson**

The H&I Chairperson is elected by the Area Service Committee (ASC) to serve a one-year term. The H&I Subcommittee is directly responsible to the ASC through the H&I Chairperson.

#### **Requirements:**

- A minimum of three (3) years clean.
- Two (2) years prior H & I experience in ELVANA.
- Have an NA sponsor.

- Actively work the 12 Steps with an NA sponsor.
- Have a working knowledge of the 12 Traditions and 12 Concepts of NA
- Have read the NA World Services Committee H & I Handbook, ELVANA Guidelines and H & I Subcommittee Guidelines.
- Maintain a home group within ELVANA.

**Responsibilities:**

- Prepares an agenda and conducts H & I Subcommittee meetings.
- Attends all H&I Subcommittee meetings and ASC meetings.
- Attends all ASC and Region 51 sharing sessions and learning days.
- Attends all Region 51 H&I Subcommittee meetings, represents ELVANA in this capacity.
- Acts as a communication link between the ELVANA H & I Subcommittee, the ASC and the Region 51 H&I Subcommittee.
- Ensures that communication links are maintained between the Subcommittee and the individual institutions. Although the Panel Leader has primary responsibility for this communication, the Chair must ensure that it is taking place.
- Ensures that all Panel Leaders and Panel Members comply with H & I Subcommittee and ASC Guidelines and policies, as well as the rules of the individual institutions.
- Submits monthly written reports to the H & I Subcommittee and ASC detailing all financial and business transactions of the Subcommittee.
- Signs and adheres to the ELVANA Financial Accountability Policy (refer to document for details).

**B. Vice-Chairperson**

The H&I Vice-Chairperson is elected by the ELVANA H & I Subcommittee to serve a two-year term; the first year as Vice-Chair, and in training in preparation for elevation to Chairperson in the second year.

**Requirements:**

- A minimum of three (3) years clean.
- One (1) year prior H & I experience in ELVANA.
- Have an NA sponsor.
- Actively work the 12 Steps with an NA sponsor.
- Have a working knowledge of the 12 Traditions and 12 Concepts of NA
- Have read the NA World Services Committee H & I Handbook, ELVANA Guidelines and H & I Subcommittee Guidelines.
- Maintain a home group within ELVANA.
- Willingness to be trained to assume the Chairperson position.

**Responsibilities:**

- Assumes the duties of the H & I Chairperson when needed or when the Chairperson is unavailable, or in the event that the Chairperson is unable to serve.
- Attends all H&I Subcommittee meetings and ASC meetings.
- Attends all ASC and Region 51 sharing sessions and learning days.
- Attends all Region 51 H&I Subcommittee meetings, represents ELVANA in this capacity.
- Works with the Chairperson and Panel Leaders to maintain a smooth operation of this Subcommittee and the meetings it conducts.
- Submits monthly written reports to the H & I Subcommittee.
- Signs and adheres to the ELVANA Financial Accountability Policy (refer to document for details).

### **C. Secretary**

The Secretary of the H&I Subcommittee is elected by the Subcommittee to serve a one (1) term.

#### **Requirements:**

- A minimum of one (1) year clean.
- Have an NA sponsor.
- Actively work the 12 Steps with an NA sponsor.
- Have a working knowledge of the 12 Traditions of NA.
- Willingness to become familiar with 12 Concepts of NA, the NA World Services Committee H & I Handbook, ELVANA Guidelines and H & I Subcommittee Guidelines.
- Maintain a home group within ELVANA.
- Access to and appropriate competence with computer/word-processing technology.

#### **Responsibilities:**

- Takes and maintains a clear and accurate minutes of all Subcommittee meetings.
- Subcommittee meetings minutes are to be typed/word-processed, approved by the Chairperson, and available for distribution at the next regular following the Subcommittee meeting.
- Maintains a current list of all Subcommittee members and available speakers.
- Maintains an archive of minutes and policies of the various facilities the Subcommittee works with.

### **D. Literature Coordinator**

#### **Requirements:**

- A minimum of six (6) months clean.
- Have an NA sponsor.
- Actively work the 12 Steps with an NA sponsor.
- Have a basic understanding of the 12 Traditions of NA.
- Willingness to become familiar with the 12 Concepts of NA, NA World Services Committee H & I Handbook, ELVANA Guidelines and H & I Subcommittee Guidelines.
- Maintain a home group within ELVANA.

**Responsibilities:**

- Attends all H&I Subcommittee meetings.
- Coordinates with the H & I Chairperson to ensure that sufficient NA literature is obtained consistent with the H & I Subcommittee budget.
- Coordinates literature orders for the H & I Subcommittee with the ASC Literature Chairperson.
- Fills literature orders from Panel Leaders.
- Submits monthly written reports of literature orders and distributions.
- Audits distribution record on an ongoing basis to ensure that requests from Panel Leaders are reasonable and within budget.

**E. Panel Leader**

Panel Leader is elected as needed by the H&I Subcommittee to take meetings into facilities. Panel leaders serve one (1) year terms.

**Requirements:**

- A minimum of one (1) year clean time.
- Have an NA sponsor.
- Actively work the 12 Steps with an NA sponsor.
- Have a basic understanding of the 12 Traditions of NA.
- Willingness to become familiar with ELVANA Guidelines.
- Responsible for knowledge of and compliance with the rules and requirements of the facilities they are serving.
- Responsible for reporting to H&I Chairperson and the ELVANA H & I Subcommittee, any infractions of H & I Guidelines, or rules of a facility by themselves or speakers.
- Complete and submit monthly report on meeting activity to H & I Secretary.

**Responsibilities:**

- To be trained by the outgoing Panel Leader facilities they are serving for two meetings prior to full assumption of the role of Panel Leader.
- Attends all H&I Subcommittee meetings.
- Coordinates with the assigned facility all aspects of the meeting such as keeping supplies, literature etc., and making sure the meeting begins and ends on time.
- Acts as a communication link with the H&I Chairperson and/or Vice-Chairperson, and the ELVANA H & I Subcommittee, and the facilities they are serving—reporting any problems that effect the meeting.
- Maintains regular communication with his/her contact person at the facility to ensure coordination and communication.
- Arranges for clearance of speakers where necessary.
- Ensures that each speaker brought into facilities they are serving has been oriented according to the ELVANA Orientation Guide.
- Communicates facility rules and relevant H & I Guidelines to all speakers.

**F. Meeting Chairperson**

The Meeting Chairperson is selected by the Panel Leader on a weekly or a monthly basis and must have a solid understanding of how the particular H&I meeting should be run.

**Requirements:**

- A minimum of one (1) year clean time.
- Have an NA sponsor.
- Actively work the 12 Steps with an NA sponsor.
- Have a basic understanding of the 12 Traditions of NA.
- Willingness to become familiar with ELVANA Guidelines.
- Responsible for knowledge of and compliance with the rules and requirements of the facilities they are serving.
- Participated as a speaker/panel member at the particular H&I meeting at least once previously.

**Responsibilities:**

- Facilitates the meeting.
- Selects the topic(s) or introduces the panel and/or speaker.
- Involves facility residents by encouraging them to do the readings and participate in sharing/discussions.
- Maintains order in the meetings at all times. It is very important that the meeting starts and ends on time, that an atmosphere of recovery is maintained, and that the content of the meeting is focused on recovery from the disease of addiction in the Narcotics Anonymous Fellowship.

**G. Panel Members/Speakers**

**Qualifications:**

- A minimum of six (6) months clean time.
- Have an NA sponsor.
- Actively work the 12 Steps with an NA sponsor.
- Carry a clear Narcotics Anonymous message of recovery.
- Have clearance/approval from host facilities as necessary.
- Prior to attending an H&I meeting as a Panel Member/Speaker, the person must attend at least one (1) H&I meeting as an observer to become orientated to H&I services.
- The Panel Leader selects panel members/speakers from the current H&I volunteer list or someone who is in the orientation stage (This member is there to observe and learn only).
- Members in this orientation stage do not necessarily need to have 6 months clean yet and should be given an orientation packet so they can better understand their role in H&I.
- It is encouraged that, whenever possible, new H&I volunteers/speakers attend an H&I Subcommittee meeting prior to participating as a panel member/speaker at an H&I meeting.

**IV. FINANCIAL MATTERS**

- The H & I Chairperson shall present a financial report at each Subcommittee and ASC meeting showing all financial transactions during the monthly reporting period.

- In order to be reimbursed for an approved H & I expense, such as copies of Subcommittee meeting minutes, a receipt must be submitted to the Chairperson.
- The H & I Subcommittee shall submit an annual budget at the ELVANA Inventory Weekend, and provide an accounting of budgetary allocations for the previous fiscal year.
- It is the responsibility of the Subcommittee to financially support any expenses for providing H & I services for the ELVANA Area.

## **V. INVENTORY WEEKEND**

The H&I Subcommittee shall participate in the ELVANA Inventory Weekend during the month of March. The Subcommittee will provide a complete account of the previous year's accomplishments, challenges, and shortcomings, as well as finances, as described above. The annual audit of literature disbursements will performed at this time.

## **VI. REMOVAL OF TRUSTED SERVANTS**

- At any time during a term of office, an H & I trusted servant may be removed from their position by the Subcommittee for the following reasons:
  - Lack of attendance.
  - Failure to fulfill the commitments of the position.
  - Failure to follow Area directives.
  - Misappropriation of funds.
  - Resignation.
  - \*Panel Leaders who miss more than two (2) consecutive H & I Subcommittee meetings without submitting reports as required.

## **VII. ADDITIONAL GUIDELINES**

- Panel Leaders and Members must disclose to the Subcommittee, all ongoing outside relationships (i.e. employment, volunteer work outside the context of NA etc.) they have at any facility where they are scheduled to provide H&I services.
- In order to have voting privileges, new H&I Subcommittee members must attend a minimum of three consecutive Subcommittee meetings.
- The H&I volunteer list is updated regularly by the Chairperson of the Subcommittee. Members who have suffered a relapse are automatically removed and the Chair may ask the Subcommittee to remove other names for the following reasons: Panel Leaders have reported the volunteer habitually fails to show up for commitments, a facility makes a justifiable complaint or the Panel Leader reports unacceptable behavior about an individual. To place names on the list the Chairperson brings it up at the Subcommittee meeting and unless there is objection and a motion not to include an individual they are automatically placed on the list. The list itself is maintained by the H&I Secretary.
- This Subcommittee will only recognize H&I meetings that fall under the auspices of this Subcommittee. Individual members of the Subcommittee should not take it upon themselves to start H&I meetings. Request for new H&I meetings are reviewed and approved by the Subcommittee.
- The Subcommittee will utilize and follow the guidance established in the Handbooks and Guides available from NA World Services.