

BEACH AREA SERVICE COMMITTEE
OF
NARCOTICS ANONYMOUS
HOSPITALS AND INSTITUTIONS POLICY

Updated September 5, 2020

Definition and Purpose

The Hospitals and Institutions (H&I) service provided by the Beach Area Service Committee of NA (BASCNA) is a group of men and women, members of Narcotics Anonymous, who believe in furthering the 5th Tradition. “Our primary purpose is to carry the message to the addict that still suffers” by providing H&I presentations to facilities within the City of Virginia Beach that house persons who have, or think they may have, a drug problem and cannot attend regularly scheduled NA meetings.

Fulfilling the 5th tradition should always be our primary concern. This will ensure that when an addict who is housed in a correctional facility, hospital, or recovery house reaches out for recovery, Narcotics Anonymous will be there.

This service is provided through the BASCNA under the H&I subcommittee and any member providing H&I Service through the H&I Body.

Definition of H&I Commitment – NA meeting/presentation that is carried to a facility where individuals are unable to attend a regularly scheduled NA meetings.

Function of H&I Service

1. Carry the message of Narcotics Anonymous to individuals who have or think they may have a drug problem, by providing H&I presentations/meetings to facilities where individuals cannot attend regularly scheduled NA meetings.
2. Disburse appropriate* Narcotics Anonymous World Service Board approved literature to these facilities.
3. Report all activities to the Beach Area Service Committee of NA (BASCNA) via the H&I Chairperson at the regularly scheduled BASCNA monthly meeting.

Membership

The subcommittee is composed of an H&I Chairperson, H&I Vice Chairperson, H&I Secretary, and other elected officers, as well as any other members of the fellowship who wish to be involved.

Membership is open to all NA Members. For specific membership and service qualifications, see Qualifications and Duties of Members.

Monthly H&I meetings will be held on the first Saturday of every month prior to the BASCNA meeting at Ocean Lakes Church 1200 Dam Neck Rd Virginia Beach, VA. The H&I meeting will begin promptly at 11:00a.m.

An H&I Chairperson, Vice Chair, or Secretary who misses two monthly H&I subcommittee meetings during their term will be removed from their service commitment.

Facility Chairs missing (2) monthly H&I meetings during their term shall be relieved of their service commitment

Facility Chairs missing (2) H&I commitments during their term will be relieved of their service commitment.

If removed, Facility Chairs can be reinstated by the H&I body after attending the monthly BASCNA H&I meeting. Their new 6 month term will begin once reinstated.

H&I Members that relapse will immediately be removed from their service commitment.

*Appropriate – defined as literature for newcomers and able to meet the specific requirements for disbursements in a given facility. Facility requirements always take priority

In the case of resignation or dismissal of the H&I Chairperson, the H&I Vice Chairperson shall automatically assume the position of Chairperson until the H&I body elects a new Chairperson. If the Vice Chairperson cannot or will not assume the position, the BASCNA Vice Chairperson will act as H&I Chairperson until the H&I body fills the position.

In the event of resignation or dismissal of the Vice Chairperson, the position shall be held open until a willing member from the fellowship is found to serve in the position. The duties of the Vice Chair shall be assumed by the H&I Chairperson.

In the event of resignation or dismissal of the Secretary, the position shall be held open until a willing member from the fellowship is found to serve in the position. The duties of the Secretary shall be assumed by the H&I Chairperson.

Qualifications and Duties of H&I Members

A. Chairperson

1. The H&I body elects the Chairperson and then presents the new Chairperson to BASCNA for approval.
2. Chairperson serves a 1-year term with election cycle to replicate BASCNA policy.
3. Chairperson missing (2) monthly H&I subcommittee meetings within a term of service will be relieved of that service position.

Qualifications:

1. Two (2) years clean time.
2. Clear commitment to the message of NA.
3. A strong NA message of recovery to include an understanding of the 12 steps and 12 traditions of NA.
4. One (1) year previous experience with area level service.
5. Ability to conduct presentations in all facilities that BASCNA provides H&I presentations to.
6. One (1) year minimum H&I involvement.

Duties:

1. Be familiar with H&I meeting/presentation format.
2. Be familiar with subcommittee and facility rules.
3. Be able to share a message of recovery in Narcotics Anonymous.
4. Hold regularly scheduled meetings with executive body, Facility Chairs, and members (at least once a month).
5. Must attend all regular monthly BASCNA meetings.
6. Maintain regular and ongoing communication with all of the facilities that the BASCNA services.
7. Must submit a monthly written report to BASCNA.
8. Must hold one (1) H&I learning day per term.
9. Attend bi-monthly regional sub-committee meetings via telephone conference or in person. See car-na.org for dates and times. And report news from Regional and World H&I to BASCNA.
10. Announce all H&I happenings at meetings attended, on the BASCNA website and by any other means necessary (i.e. flyers, pamphlets, posters).
11. Oversees Facility Chairs to fulfill various H&I commitments.
12. Works with facilities and communicates updated policies and requirements to H&I body.
13. If a Facility Chair cannot attend a commitment, the H&I Chairperson can help find a replacement member or attend the meeting/presentation if able. If unable to fulfill the commitment, the H&I Chairperson communicates to the facility that there will not be an H&I meeting/presentation held in a timely manner.

B. Vice Chairperson

1. The H&I body elects the Vice Chairperson.
2. Vice Chairperson serves a 1-year term with election cycle to replicate BASCNA policy.
3. Vice Chairperson missing (2) monthly H&I subcommittee meetings within a term of service will be relieved of that service position.

Qualifications:

1. Minimum clean time requirement is one (1) year.
2. Clear commitment to the message of NA.
3. A strong NA message of recovery to include an understanding of the 12 steps and 12 traditions of NA.
4. Six (6) months previous experience with H&I involvement.
5. Ability to conduct presentations in all facilities that BASCNA provides H&I presentations to.

Duties:

1. Helps Chairperson keep proceedings orderly.
2. Acts as Chairperson in the event of Chairperson's absence.
3. If the position of Chairperson becomes vacant, serves as the Chairperson until confirmed by the BASCNA or until a new Chairperson is elected.
4. Keeps record of monthly budget, orders literature as needed.
5. Ensures that all Facility Chairs have adequate literature for their meetings by acting as literature distributor.
6. Gives a written report on the H&I budget at each monthly H&I subcommittee meeting.

C. Secretary

1. The H&I body elects the Secretary.
2. Secretary serves a 1-year term with election cycle to replicate BASCNA policy.
3. Secretary missing (2) monthly H&I subcommittee meetings within a term of service will be relieved of that service position.

Qualifications:

1. Minimum clean time requirement is one (1) year.
2. Clear commitment to the message of NA.
3. A strong NA message of recovery to include an understanding of the 12 steps and 12 traditions of NA.
4. Six (6) months previous experience with H&I involvement.

Duties:

1. Takes an accurate set of minutes at each monthly meeting, and distributes those minutes via email within seven (7) days of monthly subcommittee meeting, as well as makes copies of those minutes for the next monthly meeting.
2. Keeps a record of all subcommittee members, including telephone numbers and emails.
3. Keeps an updated list of all commitments along with Facility Chairs of those commitments, service terms, and attendance.
4. Maintains an ongoing file of all minutes, correspondence and facility guidelines.
5. Responsible for roll call and attendance of monthly H&I subcommittee meetings.

D. Facility Chairs (per commitment)

1. The Facility Chairs for each facility commitment will be elected and voted in by the H&I body.

2. Facility Chairs serve a six (6) month term beginning the month they have been approved by the H&I body.
3. Facility Chairs missing two (2) monthly H&I meetings during their term will be relieved of their service commitment.
4. Facility Chairs missing two (2) H&I commitments during their term will be relieved of their service commitment.

Qualifications:

1. One (1) year clean time. (Must also meet the requirements for any facility at which they will serve).
2. Clear commitment to the message of NA.
3. A strong NA message of recovery to include understanding of the 12 steps and 12 traditions of NA.
4. Six (6) months previous experience with H&I involvement.
5. Completed H&I orientation.
6. Be familiar with H&I meeting/presentation format.
7. Be familiar with subcommittee and facility rules.
8. Be able to share a message of recovery in Narcotics Anonymous.
9. Attend H&I meeting at facility of commitment 3 times with a qualified member.

Duties:

10. Invite guests to the H&I meeting/presentation.
11. Adhere to the H&I do's and don'ts from the H&I Handbook.
12. Communicate with facility staff at every meeting/presentation.
13. Communicate regularly with the H&I Chairperson informing him/her of any problems with the meeting/presentation.
14. Submit a monthly report on the H&I commitment to the H&I Chairperson (may email report to H&I Chairperson).
15. Obtain any supplies that are running low for the meeting/presentation. (i.e. literature)
16. Attend monthly H&I meetings.
17. If a Facility Chair is unable to attend their commitment, they may contact a Facility Chair for another commitment, or a member of the H&I body who meets the qualifications of the Facility Chair position, to conduct the H&I meeting; if not contact the H&I Chairperson.

E. Member

1. Be a member of NA
2. Have a desire to serve

IN ORDER TO QUALIFY FOR ANY OF THE ABOVE POSITIONS, H&I MEMBERS SHALL COME TO THE H&I MEETING AND INFORM THE BODY OF THEIR DESIRE TO SERVE.

General Information:

1. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she establishes a clean date.
2. Any member not abiding by H&I or Facility requirements including those that may be added later, or who refuses to abide by the rules of the facility being served, shall automatically be relieved of H&I service commitments.
3. No Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I Body shall be held in any facility, except when approved by the H&I Body and accepted by the facility.
4. Any NA member who is involved with a given facility on a professional or volunteer basis will not participate in the panels serving the addicts in that facility. No H&I member will interfere with or use influence in any facility, court, or hospital; nor with any judge, doctor, probation, or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems.
5. Length of time clean required by each facility is to be rigidly upheld by all H&I members serving facilities.
6. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I body.
7. Any member of the H&I Body on probation or parole will only be allowed to participate in or attend an H&I meeting/presentation in any facility being served with clearance from that facility.
8. The H&I Body shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
9. Printed instructions, which will include foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by the H&I Body to all members so that they will have full knowledge of their responsibilities in connection with their individual commitments.

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Specific Commitments
(Requirements are outlined by the facility, not the H&I subcommittee)

Virginia Beach Psychiatric Center

1. Frequency: weekly, days to be determined by facility.
2. Clean time requirement 1yr or more consecutive clean time.
3. H&I members/speakers must not have been patients of the facility for at least (1) one year.

Pathways

1. Frequency: weekly, days to be determined by facility.
2. Clean time requirement 1yr or more consecutive clean time to conduct meeting, guest 6mos or more consecutive clean time.