

**SOUTH KING COUNTY AREA NARCOTICS ANONYMOUS HOSPITALS AND  
INSTITUTIONS SUBCOMMITTEE GUIDELINES**

**I. PURPOSE AND SCOPE**

The South King County Area (SKCA) Narcotics Anonymous (NA) Hospitals and Institutions (H&I) Subcommittee (SC) is a standing subcommittee of the SKCA AREA service committee (ASC). It is accountable to the ASC in ALL matters.

The SKCA H & I SC is responsible for carrying the message of recovery into hospitals & institutions whose residents have limited access to regularly scheduled NA meetings. An H & I meeting/presentation may also be held where such a meeting better suits the needs of the addict within the facility.

The H & I SC initiates, coordinates, and conducts all H & I meetings/presentations in the SKCA but may use other methods such as distributing literature and meeting schedules to make recovery more available to the addicts in these facilities. The H & I SC is responsible for all H & I oriented services within the SKCA.

**II. SUBCOMMITTEE FUNCTIONS**

- A. To provide a monthly forum to pool members' experiences and to provide constructive feedback. NA is a "WE" program.
- B. To select the members who are to conduct H & I meeting/presentations in the SKCA.
- C. To coordinate the development of new meetings/presentations with the SKCA Public Relations SC if appropriate.
- D. To serve as an NA literature distribution point for all panel leaders at all facilities. The SC will periodically check the literature provision capability of each facility, this is to verify that they are still providing literature or that they may now be able to provide it for themselves. The SC will be accountable to the ASC for literature on a monthly basis.
- E. To conduct a monthly business meeting. This will include officer reports, panel leader reports and old/new business discussions.
- F. To conduct learning days, workshops and orientations on relevant topics.
- G. To provide a representative for the Washington Northern Idaho Region (WNIR) quarterly meeting.

**III. Elected Officers**

SC Officers include the following:

Chairperson	Vice Chairperson	Recording Secretary
Secretary Alternate	PR Liaison	Panel Coordinator
Literature Coordinator	Panel Leader	

Elected officers should attend every regular SC service meeting. The SKCA H & I SC will use The World Service Committee (WSC) H & I handbook as a guide in ALL H & I matters. The elected officers shall perform the duties outlined by these guidelines.

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**III. Elected Officers (continued)**

- A. Panel coordinators will be elected for a facility which has multiple leaders only and shall be chosen from the panel leaders who serve the facility in question. This position exists solely to have one focal point between a facility and the SKCA H & I SC.
- B. All officers are to be elected by majority votes of eligible SC members. Except for the chairperson who is elected by the ASC. However, the SC is expected to suggest a new chairperson to the ASC. Eligible voters on the SKCA H & I SC are as follows: Elected Officers, panel leaders and also any member of the SC who has been in attendance for the last three consecutive SC meetings.
- C. During elections in the case of more than two nominations for any office, A second run of ballot shall be taken of the two top names. \*
- D. Any SC officer, except the chairperson, may be relieved of responsibility due to non-compliance by a vote of at least 2/3 of the SC. Non-compliance includes but is not limited to:
  - 1. Loss of abstinence. (results in automatic resignation)
  - 2. Non-fulfillment of duties.
  - 3. Non-attendance at the regular SC meeting without notification of the SC. The chairperson may be removed from office by the ASC.
- E. In the case of Chairperson resignation, the Vice-chairperson shall automatically assume the Chairperson position until the ASC is able to elect a new chairperson. Should the Vice-chairperson decline, the SKCA Vice chairperson will assume H & I chairperson responsibility, until the ASC can select a new SC Chairperson.
- F. In the event of resignation of an officer other than the Chairperson, the position shall be held open for one month of until a willing H & I member may be found to serve in the position.
- G. The Chairperson & the Vice Chairperson are elected for a term of one year and are eligible for a second one year term followed by two years of ineligibility. All other officers are elected for a period of one year and can be re-elected an indefinite number of one year terms.

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**IV. QUALIFICATIONS AND DUTIES OF OFFICERS**

**A. CHAIRPERSON:**

1. **A minimum of two years uninterrupted clean time, with at least six months of prior H & I experience as an SKCA NA H & I panel leader is suggested.**
2. **The Chair keeps order during the regular SC meeting, using the SKCA preferred rules, and ensures the Twelve Traditions are upheld in all matters**
3. **The Chair prepares an agenda for the regular SC meeting, using the sample 'Typical Agenda' given in the WSD H & I Handbook as the guide.**
4. **The Chair attends each ASC meeting and provides a monthly report. This report should include information on meeting/presentation changes in status or panel leader, new meeting/presentations, Coordination with other subcommittees, upcoming AREA or Regional learning days, operation expenditures (within H & I SC monthly allotment), and literature disbursements to panel leaders. The Chair brings forth motions for ASC approvals which have been approved by the SC and also communicates the decisions reached by the ASC to the SC.**
5. **The Chair attends the quarterly meetings of the WNIR H & I SC and provides a report using the 'Regional H & I report form' given in the WSC H & I handbook as a guide. The Chair brings a report back to the SKCA H & I SC as well.**
6. **The Chair must approve ALL correspondence with any facility. The Chair makes initial contact with new facilities, preferably with a Public Relations SC representative and preferably not alone, and reports the contact results to the SC. The Chair may suggest an alternate SC member for this contact, if desired, but the SC must approve this person (unless the alternate is the Vice Chair).**

**B. VICE CHAIRPERSON:**

1. **A minimum of one year of uninterrupted clean time and six months experience as an SKCA NA H & I Panel Leader is suggested.**
2. **The Vice Chairperson acts as Chair in any and all matters in the case of the Chair's absence and helps to maintain order during regular SC meetings.**
3. **Coordinates the orientations of new SC members.**

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**VICE CHAIRPERSON (continued)**

4. **Coordinates panels at new facilities until panel leaders are elected.**
5. **Performs “special assignments” as they originate out of SC business.**
6. **Contacts SC members to remind them of upcoming meetings.**

**C. RECORDING SECRETARY:**

1. **A minimum of one year uninterrupted clean is suggested.**
2. **The Secretary should take an accurate set of minutes of each regular SC meeting and distribute them to SC members prior to the next meeting. The Secretary should note the attendance and report cases of non compliance as they become apparent.**
3. **The Secretary should keep an ongoing file of ALL correspondence and minutes.**
4. **The Secretary should keep a file containing information of all meetings/presentations, with contact persons, and facility rules and clearance forms for correctional facilities.**
5. **The Secretary should keep an up to date list of H & I volunteers who have been through an H & I orientation and are available as panel members. Separate lists should be kept to keep track of all volunteers who have been processed for clearance into correctional facilities. The Secretary should coordinate with Correctional Facility Panel coordinators to keep this list up to date.**
6. **The Secretary should draft correspondence using ‘sample letter’ given in the WSC H & I handbook as a guide. The Chair or Vice Chair will assist the secretary in writing letters for which no model exists.**

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**D. SECRETARY ALTERNATE:**

1. **Minimum of one year uninterrupted clean time is suggested.**
2. **The Secretary Alternate acts as Secretary in any and all matters in the case of the Secretary's absence during regular SC meetings.**
3. **The Secretary Alternate also keeps a second set of records for back-up purposes.**
4. **The Secretary Alternate is also responsible for helping the Secretary keep updated lists, this function includes calling H & I volunteers to make sure all information on lists is accurate.**

**E. LITERATURE COORDINATOR:**

1. **A minimum one uninterrupted clean time is suggested and three months prior attendance at the SKCA H & I SC meeting is required.**
2. **The Literature Coordinator (LC) obtains literature orders from Panel Coordinators/ Leaders whose facilities need it, using the form provided to the SC. Individual orders will be reviewed to insure the total order does not exceed ASC budget limits (per guidelines or past major motions). The LC obtains this literature from the SKCA Literature SC and distributes it accordingly. Literature disbursements shall be reported to the SC for inclusion in the Chair's report to ASC.**
3. **The LC ensures that only WSC approved literature, "Reaching Out", or "NA Way" is provided to Panel Leaders. Meeting schedules should also be provided.**

**F. PANEL COORDINATOR:**

1. **A minimum of one year uninterrupted clean time and six months involvement with the SKCA H & I SC is suggested. The designated PC must also be a Panel Leader (PL) for the facility which he/she is coordinating.**
2. **The Panel Coordinator (PC) ensures; that all meeting/presentations at the facility are held per facility rules and run per H & I SC policy.**

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**PANEL COORDINATOR (continued)**

3. The PC acts as liaison between the facility and the H & I SC, this includes being the designated Panel Leader who keeps in contact with the facility on matters of SC policy and business, who keeps a schedule of all meetings/presentations with who the panel leaders are for each meeting and keeps other panel leaders at the facility current with available panel members.
- G. **PANEL LEADER:**
  1. A minimum of one year of uninterrupted clean time is suggested and six months involvement with SKCA H & I SC is required. The Panel Leader must also meet ALL facility requirements.
  2. A Panel Leader (PL) never holds an H & I panel presentation alone, that is, as the only panel member present. Should a situation arise where all other panel members cancel or otherwise fail to attend the meeting/presentation, the PL will cancel the meeting/presentation. NA is a “WE” program.
  3. A PL runs each meeting/presentation they are responsible for, per facility rules, and H & I SC policy.
  4. A PL ensures that each panel member has been oriented with the “DO’s & DON’T’s” offered in the WSC H & I handbook, rules of the particular facility and the policy of the SKCA H & I SC. They must also ensure that each panel member has been cleared for the facility, if appropriate.
  5. The PC/PL will be the focal point for ordering literature for their facility from the LC. This will be based on inventory in the facility, the PL’s current inventory on hand and ASC budget limitations.
  6. A PL ensures only WSC approved literature, the “Reaching Out”, the “NA Way” and NA meeting schedules are brought into meetings/presentations.

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**PANEL LEADER (Continued)**

7. **A PL should begin and end the presentation on time. Panels should be run in accordance with the WSC H & I handbook.**
8. **If the PL is not the PC, they should keep in close contact with the PC with regard to being informed of the facility rules and clearance procedures.**
9. **PL's who miss two consecutive meetings will be contacted by the SC. PL's who miss three consecutive meetings or four meetings within a twelve month period may be removed from their position.**
10. **PL's who miss or fail to attend the SC monthly meeting are required to submit a written report to the secretary.**
11. **PL's who miss or fail to arrange for coverage of a meeting/presentation may be found in non compliance. The SC can take the following actions for PL's in non compliance:**
  - A. **Verbal advisement of non compliance.**
  - B. **Disciplinary Action.**
  - C. **May be removed from responsibility.**
- H. **PANEL MEMBER:**
  1. **Minimum of six months uninterrupted clean time is required to observe/share at an H & I meeting/presentation.**
  2. **A Panel Member must be willing to carry a clear message of NA recovery and must have attended an H & I Orientation Session.**