



## Northern New Mexico Area H&I Guidelines

History	
Date	Description of any changes
May 11, 2024	Material moved from NNMA guidelines to here and general update
Feb 12, 2017	Remove Ethics document per motion at Areas
Aug 6, 2016	Initial release

- A. Purpose – We follow the Fifth Tradition to the best of our ability to carry the message of recovery to the addict who still suffers. The Hospitals and Institutions (H&I) subcommittee carries the message of recovery into facilities such as hospitals, jails, halfway houses, recovery homes, treatment facilities etc...
- B. Function – The H & I subcommittee attempts to make NA available to any addict seeking recovery from addiction by mutual cooperation with these facilities by establishing contacts, making literature available and starting meetings in these places.
- C. Aim
1. Provide a regular forum to pool experience (“I can’t we can”).
  2. Communicate information and distribute literature supplies to coordinators.
  3. Set policies plan and supervise all H&I work.
  4. Educate Panel members on H&I Do’s and Don’ts.
  5. Maintain communication with treatment facilities and detention centers. See Appendix A.
- D. H&I Subcommittee meeting  
The meeting will be held every month at a specified time and location.  
Agenda – The suggested agenda for meetings is as follows:
1. Open with a Prayer
  2. H&I Panel leader’s reports providing the status of various panel meetings
  3. Provide literature to panel leaders
  4. H&I Chair report
  5. H&I news from Rio Grande Region or World
  6. Old and New Business (elections if any)
  7. Questions & Comments
- E. H&I Committee Chair

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1. Elected by the Area Service Committee.  
Requirements: Recommended minimum of one year continuous clean time, a desire to serve and service experience.
  2. Duties:
    - a. Attend Area meetings.
    - b. Perform subcommittee functions as set forth in appropriate NA literature.
    - c. Hold regular subcommittee meetings and represent the subcommittee at regular Area meetings.
    - d. Submit a written report at regular Area meetings detailing the subcommittee's activities and including status of current activities, proposal of future activities, a financial statement, and any difficulties.
    - e. Be able to mentor Sub-Committee members in all aspects of H&I work including treatment centers, jails, and prisons work.
  - F. Positions elected in the H&I committee are for Vice Chair, Secretary, Literature, and Steps Behind the Walls.
  - G. 1. These positions may be elected by a majority vote (51%) of the H&I subcommittee members present at the monthly H&I subcommittee meeting. Vice-Chair Requirements for election Suggested clean time is 1 year and experience in H & I service. The term of office is 1 year and may be renewed for a second term.
  - H. Vice Chair Responsibilities:
    1. Assist the Chair in all duties and assume his/her responsibilities in the event of absence.
  - I. Secretary Responsibilities
    1. Take minutes and send them to the H&I subcommittee, Area secretary, and the Regional H&I Coordinator.
  - J. Literature Person
    1. Collect literature from the Area literature person, divide up and mail literature as directed by the Chair.
- Steps Behind the Walls Coordinator  
Please refer to the Steps Behind the Walls Guidelines document.
- K. Coordinators/Panel Leaders Requirements for election:  
Suggested clean time is 1 year and a clear NA message of recovery. Coordinators/panel leaders should "shadow" previous coordinator/panel leader before going solo. The term of office is 1 year and may be renewed indefinitely or replaced in the spirit of

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rotation.

The Panel leader may be elected by a majority vote (51%) of the H&I subcommittee members present at the monthly H&I subcommittee meeting.

## L. Coordinators/Panel Leaders Responsibilities:

1. Coordinate and chair their meeting.
2. Study the WSO Hospitals & Institutions Handbook and any rules and regulations of the facility hosting the panel meeting.
3. Regularly select speakers or a panel for their meeting.
4. Maintain records of all their H & I meetings including the day and time of meeting, type of meeting, the contact persons at the hospital or institution and the facilities' rules.
5. Coordinate with the H&I Area chair and the subcommittee to maintain an updated list of members cleared by the facility and interested panel members and any other relevant information to ensure continuity and history of the Area meetings.
6. Attend monthly H & I subcommittee meetings and submit a written or verbal report on progress and problems. If unable to attend the monthly subcommittee meeting inform the H & I Chair and submit a report by phone, text or email.
7. Train an alternate Coordinator/Panel Leaders to fill in should the panel leader be absent or need to step down.

## M. Meeting Formats and Literature

1. Depending on the particular setting, meeting format and literature are chosen by the Coordinator/Panel Leader's discretion. See appendix B for examples.
2. Books are not to be given out at H & I meetings unless a request has been made consistently by an individual.

## N. Speakers And Panel Members – Speakers are NA members invited by the Coordinator who have at least 6 months continuous clean time, who have a clear NA message of recovery, and comply with the regulations of the facility and the guidelines of the H&I subcommittee.

## O. Confidentiality – All personal information provided to the subcommittee (last names, social security numbers, etc.) must be treated with complete confidentiality to protect the anonymity of all NA members.

## P. Modification of these H&I guidelines

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Any change in these H&I guidelines except the Appendix material requires a majority vote (51%) of the H&I subcommittee members present at the monthly H&I subcommittee meeting. All changes must be made public to the NNMA. The Area chair and Area secretary must be notified of any change in writing. Any change to the H&I guidelines should be included in the H&I chair report.

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## Appendix A – Sample meeting format



## **Santa Fe County Juvenile Hall H&I meeting format**

Hi. My name is \_\_\_\_\_ and I'm an addict. Welcome to the Santa Fe County Juvenile Hall H&I panel meeting of Narcotics Anonymous.

Can we please have a moment of silence followed by the Serenity Prayer?

We have asked someone to read:

- Who Is an Addict?
- What Is the Narcotics Anonymous Program?
- Why Are We Here?
- How it Works
- We Do Recover

Thank you to all the readers.

We are not doctors, lawyers or counselors. We are addicts like you. We are not paid to be here. We are not affiliated with nor have any opinion on this facility or its rules. We aren't allowed to take anything from you or give you anything but our literature. We are here to introduce you to the program of Narcotics Anonymous. We are recovering addicts here to give you a message of hope that no addict need ever die from the disease of addiction. Narcotics Anonymous makes one promise, that any addict can stop using, lose the desire to use, and find a new way to live.

There is literature on the table that is free for the taking. Please take what you need.

Please give the speaker the same respect you would want when you get the chance to speak at a meeting

It is also important that we keep an "atmosphere of recovery." After the speaker shares, we will open the floor for you to have the opportunity to share freely.

[INTRODUCE THE SPEAKER]

When time is up, thank the speaker and have someone read

- Just for Today

Close the meeting with the Serenity Prayer.