

AMERICAN RIVER AREA OF NARCOTICS ANONYMOUS  
HOSPITALS & INSTITUTIONS SHARING FORUM  
GUIDELINES

**BOUNDARIES:**

THIS SHARING FORUM OF AMERICAN RIVER AREA SHALL ADOPT THE BOUNDARIES AND CONFORM TO THE BOUNDARIES OF THE AMERICAN RIVER AREA.

**PURPOSE:**

Act as a resource to groups and individual members in their efforts to carry the message of Narcotics Anonymous into institutions such as jails, prisons, hospitals, detox centers, and recovery houses. Its primary purpose is to provide and maintain H&I meetings where needed and accepted, and to fulfill literature requirements in accordance with inventory available.

**HOSPITALS & INSTITUTIONS:**

These are defined as facilities that meet the guidelines outlined in our H&I handbook. H&I does not assume any responsibility for any meeting in a facility when that meeting is conducted by anyone other than the H&I Sharing Forum.

**FUNCTIONS:**

The function of an H&I meeting is to carry the message to addicts in hospitals and institutions who do not have full access to regular N.A. meetings. H&I meetings, except those in long-term facilities, are intended simply to introduce some of the basics of the N.A. Program to those attending.

**LITERATURE:**

H&I may take only Narcotics Anonymous-approved literature approved for sale by the WSO, *Reaching Out*, and the *N.A. WAY* magazine, area newsletter, into a facility. Literature or any of these other items will be distributed by the literature coordinator, or his or her designate as set forth under that job description. Meeting schedules may be taken into some facilities. However, only WSO approved literature should be used in meetings.

**BUSINESS MEETING:**

Business meetings shall be held not less than once a month at a time and place designated by the membership. No business meeting shall last more than two hours, except by consensus to extend this time limit by the members present. Any member of H&I Sharing Forum may request that the chairperson call a special meeting of the committee when desired.

**MEMBERSHIP:**

This Sharing Forum will be open to all interested members of Narcotics Anonymous. The Participants of the Sharing Forum will be comprised of the H&I Sharing Forum Admin officers, H&I meeting coordinators, their meeting secretaries and meeting volunteers.

**VOTING PROCEDURES:**

1. 1. Group conscience should be the primary method of decision-making. Voting should only be used when a clear group conscience is not apparent. Consideration should be given to postponing decisions where a group conscience is not clear when applicable
2. 2. Although group conscience should always be the first choice in making decisions, should voting be required, all other matters of this Sharing Forum require a simple majority vote of members participating.
3. 3. In the event of a tie the Chair will have the final vote.

**ELECTED OFFICERS:**

Members of the H&I Sharing Forum shall be elected each year to fill the following positions:

1. Chairperson (by the ASC)
2. Vice-Chairperson (by the ASC)
3. Recording Secretary
4. Literature Coordinator (as or when needed)
5. Regional Representative

In all cases the term is to be for one year from the time of election into office. All candidates for elected office must meet the qualifications stipulated in these guidelines. An officer may resign at anytime. When an elected officer becomes unable to fulfill the duties of that office, a successor shall be appointed by the chairperson and approved by the H&I Sharing

Forum at the next business meeting. If any elected officer is not in attendance at their third (3) consecutive business meeting, a new officer may be elected as needed. Officers may succeed themselves by re-election only one time.

**ADMINISTRATIVE COMMITTEE:**

The administrative committee consists of all elected H&I officers. It is the responsibility of this committee to oversee the operation of H&I.

**RESPONSIBILITIES, REQUIREMENTS, AND DUTIES:**

The responsibilities of each active member of the Narcotics Anonymous H&I Sharing Forum are set forth as follows:

**CHAIRPERSON:**

**REQUIREMENTS:**

1. 1. A minimum of Three (3) years clean time.
2. 2. Two (2) year active participation on the H&I Sharing Forum.
3. 3. Knowledge and understanding of the 12 Steps and 12 Traditions of Narcotics Anonymous.
4. 4. Shall have basic computer skills and ability to generate all necessary reports.

**RESPONSIBILITIES:**

1. 1. Prepares the monthly Sharing Forum agenda and facilitates all H&I Sharing Forum meetings in accordance with the Sharing Forum guidelines.
2. 2. Shall attend and provide all necessary reports monthly to the ASC, Admin & Budget.
3. 3. Collects group donations, provides receipts to groups. Turns funds over to ASC treasure.
4. 4. Makes regular reports to the H&I Sharing Forum on the status of all current matters and projects.
5. 5. Shall be responsible for all correspondence within NA H&I which involve policy matters.
6. 6. Handles all public relations contacts involving policy matters and/or interpretations at the public level that pertain to H&I, including the coordination of presentations when needed.
7. 7. May visit any meeting at any facility for the purpose of, offering assistance to, and meeting volunteers. (With facility approval)
8. 8. Shall appoint special committee members when required. (Task Groups, Workshops, learning days, and special events.)
9. 9. Shall be responsible to oversee that all controlled documents are being maintained and archived. (Meeting schedule, Sharing Forum Contact list, facility contact list, facilities guide, literature order, literature receipts, secretary minutes, monthly and area reports, as well as the OneDrive. Etc.)
10. 10. In the event of the loss of a coordinator to carry out their duties, the chair assumes all responsibilities to make all necessary contacts to reestablish the meeting and fill the vacated coordinator position. If the coordinator position is not reestablished within 6 months, the meeting will then become inactive.

**VICE-CHAIRPERSON:**

**REQUIREMENTS:**

1. 1. A minimum of two (2) years clean time.
2. 2. A minimum of one (1) year active participation on the H&I Sharing Forum.
3. 3. Knowledge and understanding of the 12 Steps and 12 Traditions of Narcotics Anonymous.
4. 4. Shall attend a minimum of 6 ASC meetings during the vice chair term.
5. 5. Shall be willing to be nominated for chair at the end of their term.

**RESPONSIBILITIES:**

1. 1. Attend all H&I Sharing Forum meetings.
2. 2. Assume the duties of the Chairperson if they are unable to fulfill their commitment and/or are removed from their position. This is only until such time as a new Chairperson is elected.
3. 3. Act, along with the Chair, as a liaison between the facilities and the Sharing Forum.
4. 4. Coordinates with H&I chair the activities and or special functions.
5. 5. May visit any meeting at any facility for the purpose of offering assistance to meeting volunteers. (with facility approval)
6. 6. Shall have basic computer skills and ability to generate all necessary reports.

**SECRETARY:**

**REQUIREMENTS:**

1. 1. A minimum of one (1) year clean time.
2. 2. Knowledge and understanding of the 12 Steps and 12 Traditions of Narcotics Anonymous.
3. 3. Shall have basic computer skills and ability to generate all necessary reports.

**RESPONSIBILITIES:**

1. 1. Attend all H&I Sharing Forum meetings
2. 2. Keeps a complete record in the form of minutes of every regular and special Sharing Forum meeting.
3. 3. Shall be responsible (or his/her designate) for keeping current records of all H&I controlled documents'. (Meeting schedule, Sharing Forum Contact list, facility contact list, facilities guide, minutes, archiving, etc.).
4. 4. Types and prepares any materials necessary for distribution to members of the H&I Sharing Forum.
5. 5. Shall assist the chair with electronic communication when needed.

**REGIONAL REPRESENTATIVE:**

**REQUIREMENTS:**

1. 1. A minimum of two (2) years clean time.
2. 2. A minimum of (3) month's active participation on the H&I Sharing Forum.
3. 3. Knowledge and understanding of the 12 Steps and 12 Traditions of Narcotics Anonymous.
4. 4. Shall have basic computer skills and ability to generate all necessary reports.

**RESPONSIBILITIES:**

1. 1. Shall attend all meetings of the H&I Sharing Forum.
2. 2. Shall serve as a liaison between the Area and the Regional Sharing Forum.
3. 3. Shall submit a Bi-monthly written report to the Regional Sharing Forum.
4. 4. Shall submit a Bi-monthly written report to the H&I Sharing Forum.

**LITERATURE COORDINATOR:**

**REQUIREMENTS:**

1. 1. A minimum of one (1) year clean time.
2. 2. A minimum of one (3) months of active participation on the H&I Sharing Forum.
3. 3. Knowledge and understanding of the 12 Steps and 12 Traditions of Narcotics Anonymous.
4. 4. Shall have basic computer skills and ability to generate all necessary reports.

**RESPONSIBILITIES:**

1. 1. Shall fill monthly literature order.

2. 2. Shall keep a spreadsheet of literature distributed to meeting coordinators.
3. 3. Shall make a monthly verbal report at the regular H&I Sharing Forum meeting on literature distributed and, on the amount, and status of all literature reserves.
4. Shall work with the chairperson to ensure that necessary literature orders are placed.
5. Shall stamp all literature with the approved H&I stamp before distribution, unless meeting coordinator volunteers to do so.
6. Shall ensure that the monthly H&I literature orders are within budget.
7. Shall distribute the literature to the facility coordinators at the regular H&I Sharing Forum meeting.
8. Shall keep record of all orders and receipt

**Note:** Currently all literature purchases are made by the H&I chair monthly thru the ASC literature committee. This is a cost savings we receive by eliminating shipping cost. Should the current purchase practice change and we need a literature coordinator we will refer to the above literature coordinator requirements and responsibilities.

### **FACILITY COORDINATOR:**

#### **REQUIREMENTS:**

1. A minimum of (6) month's clean time or the minimum amount as required by the facility, whichever is more.
2. Shall be willing to commit to coordinating meeting for a minimum 1 year term. In the spirit of rotation all commitments are open to re-election annually.
3. Knowledge and understanding of the 12 Steps and 12 Traditions of Narcotics Anonymous.
4. Must attend the facility on a regular basis.
5. Must be approved by the facility where applicable.

#### **RESPONSIBILITIES:**

1. Shall attend all meetings of the H&I Sharing Forum.
2. Shall submit a written report on the status of the facility they coordinate at each regular H&I Sharing Forum meeting.
3. If unable to attend the regular H&I Sharing Forum meeting, a report shall be communicated either by phone or email.
4. Shall submit a written report on the status of the facility they coordinate at each regular H&I Sharing Forum meeting.
5. Shall order literature for all meetings in that facility, according to the Sharing Forum's procedure.
6. Shall distribute literature to the secretaries.
7. Shall meet with the administrator/inside contact of the facility as needed.
8. Shall make sure that all facility meetings are filled with secretaries/volunteers.
9. Shall give an orientation to any new secretary or cleared volunteer, explaining the facilities rules and H&I guidelines, or facility rule changes.
10. Shall select secretaries/speakers that carry a clear Narcotics Anonymous message.
11. Shall maintain an up-to-date list of meeting secretaries, volunteers and the inside contact for that facility. Turns in an updated list every 6 months to the chair.
12. In the spirit of rotation, coordinator length of service is one year. Coordinators may be elected to a second term. The coordinator shall actively seek a replacement prior to their end of service term. If a replacement is not available the coordinator shall be able to continue on with the commitment until an experienced replacement is found.

### **MEETING SECRETARIES:**

#### **REQUIREMENTS:**

1. A minimum of (6) month's clean time or the minimum amount as required by the facility, whichever is more.
2. Shall be willing to commit to the secretary position for a 6-month term.
3. Knowledge and understanding of the 12 Steps and 12 Traditions of Narcotics Anonymous.
4. Must be approved by the facility where applicable.

#### **RESPONSIBILITIES:**

1. Shall conduct H&I meetings in the facility according to H&I/facility guidelines.

2. Shall inform the facility coordinator when unable to conduct a regularly scheduled meeting, giving as much notice as possible.
3. Shall select speakers that carry a clear Narcotics Anonymous message.
4. Shall be responsible to ensure that speaker/volunteers have been oriented
5. May resign by giving advance notice to the facility coordinator.
6. May be removed from the position due to H&I meeting absence without giving prior notice to facility coordinator.

**SPEAKERS/PANEL MEMBERS:**

**REQUIREMENTS:**

1. A minimum of (6) month's clean time or the minimum amount as required by the facility, whichever is more.
2. Knowledge and understanding of the 12 Steps and 12 Traditions of Narcotics Anonymous.
3. Speakers/panel members shall carry a clear message of Narcotics Anonymous.
4. Must be approved by the facility where applicable.
5. Shall always keep in mind that they are seen as a representative of Narcotics Anonymous and should conduct themselves responsibly.
6. Must have received an orientation from the meeting secretary prior to their first H&I commitment.

## **General Information**

1. Any member of the H&I Sharing Forum is automatically disqualified from further H&I activity upon relapse but may requalify when they meet clean time requirements.
2. Employees, volunteers or residents of any facility in which an H&I meeting is being held, may not hold any H&I position within that facility due to conflict of interest.
3. All H&I volunteers are required to read the H&I guidelines & orientation package prior to H&I service.
4. We are reminded that the H&I Sharing Forum exists to share the NA message, our experience, strength, and hope.