Space Coast Area Service Committee
Hospitals & Institutions Subcommittee Guidelines and Procedures

(Updated 1-12-2026)

Article I: Definition

The Space Coast Area Service Committee (SCASC) Hospitals & Institutions Subcommittee (H&I). It is made up of volunteer members from Narcotics Anonymous Groups.

Article II: Purpose

The subcommittee exists to carry the NA message of recovery from addiction to residents of facilities who are restricted from full access to regular NA meetings. These are defined as facilities which either incarcerated persons who may be addicts or have a goal of helping addicts to live clean as responsible and productive members of society. The purpose of an H&I meeting/presentation is to carry the message to addicts in hospitals and institutions. H&I meetings/presentations, except for those in longer-term facilities, are intended simply to introduce those attending to some of the basics of the NA program. H&I does not assume responsibility for any meeting in a facility when that meeting is conducted by anyone other than the H&I Subcommittee.

Article III: Literature

Only Narcotics Anonymous-approved literature, tapes approved for sale by the WSO, Reaching Out, and The NA Way Magazine may be taken into a facility by H&I. Literature or any of these other items will be distributed by the Literature Coordinator as set forth under that job description. Meeting schedules may be taken into some facilities.

Article IV: Business Meetings

Business meetings will be held not less than once monthly at a time and place designated by the subcommittee. No business meeting will last for more than one and-one-half hours, except by vote to extend this time limit by the members present. In accordance with 7th Tradition rent not to exceed the budget that is approved by Area must be paid to the facility from the H&I budget.

Article V: Membership

Any member of Narcotics Anonymous may become a member of the subcommittee by filling out an information sheet and filing this with the secretary. All members are bound to comply with the clean time requirements of six months for service eligibility. Any established voting member of the subcommittee may be nominated and voted into a Panel Member position on their SECOND consecutive meeting with a 2/3 majority vote.

Article VI: Voting

To establish voting rights, a member of the subcommittee must attend 2 consecutive subcommittee meetings, and upon the 2nd consecutive subcommittee meeting they will have voting privileges. Upon missing 2 consecutive subcommittee meetings, the member is not permitted a vote on this committee until re-established. Only with an excused absence, voted by the subcommittee conscience, may they still vote. (attendance will be documented). Voting quorum is established with 2/3 majority of active members' attendance of the previous subcommittee meeting.

Motions: Any member of the subcommittee may make a motion with a second at the subcommittee meeting. Motion will pass with 2/3 majority vote in accordance with SCASC policy.

Article VII: Elected Trusted Servants of the Steering Committee

Members of the subcommittee will be elected each year to fill the following positions:

1. Chairperson (by ASC)
2. Vice Chairperson
3. Secretary
4. Literature Distributor
5. Panel Coordinator

In all cases, the term of the position is one year starting in July. All candidates elected for a position must meet the qualifications stipulated in these guidelines. A Trusted Servant may resign at any time in writing. When an elected Trusted Servant (excluding the chairperson) becomes unable to perform the duties of that position, a successor will be nominated and approved by the subcommittee at the next subcommittee meeting. The successor will fulfill the remainder of the term. Trusted Servants may only serve two consecutive full terms.

Article VIII: Nominations

Nominations for all positions of elected Trusted Servants of the Steering Committee are to become open in the month of April. All nominees must be present at the subcommittee meeting of April or May. Qualifications shall be stated and turned into the secretary with time for questions from the members of the subcommittee . Nominations will close as of the end of the May subcommittee meeting and be voted on at the June subcommittee meeting. The position term will start as of the July subcommittee meeting & end as of the start of the following July subcommittee meeting. This procedure is to coincide with the SCASC election procedures.

Article IX: Steering Committee

The Steering Committee consists of all elected Trusted Servants, the immediate past Chairperson and all members serving in appointed positions. It is the responsibility of this committee to oversee the operation of H&I. This committee as a whole serves within the spirit of Tradition Two and Tradition Nine. Any additional subcommittee meetings must be approved by the subcommittee.

Article X: Ad-Hoc /Appointed Positions

As necessary, individuals may be appointed by the Chairperson in agreement with the subcommittee to positions that fulfill a particular need. When the task is completed the Ad-Hoc committee will be disbanded.

Article XI: H&I Panels

The purpose of an H&I meeting/presentation is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. This is accomplished through the operation of panels which visit facilities on a regular basis. These panels are usually made up of (1) a Panel Leader, (2) one to three Panel Members, and/or (3) a Guest Speaker.

Article XII: Clean Time Requirements/Duties

Any member of Narcotics Anonymous who is a Panel Leader/Member/qualified Speaker with H&I, and who wishes to participate in a meeting/presentation in an institution, must have sufficient clean time to qualify under the requirements of the subcommittee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from any Trusted Servants position.

1. All elected trusted servants, those serving in appointed positions, and panel leaders must attend the regular monthly subcommittee meeting.
2. In the instance of elected Trusted Servants and those serving in appointed positions, two consecutive months absence will be considered resignation except for an excused absence. The subcommittee will discuss and vote on the excuse for absence.
3. For a Panel Leader, two subcommittee meetings missed without an excuse in succession will result in removal from the duty of leading that panel. Any member dropped from assignment may be reinstated by vote of the subcommittee after voting rights are restored. The subcommittee will discuss and vote on the excuse for the absence.
4. Panel Members seeking a commitment must attend the subcommittee meeting and hand in written qualifications, including an application form, to be voted in for a commitment on a panel.
5. Panel members are required to attend the monthly subcommittee meetings. Two subcommittee meetings missed in succession without an excuse will result in removal from position.
6. Failure to follow Guidelines and Procedures may result in removal from any H&I commitment by a majority vote from the subcommittee after one warning in the subcommittee meeting or from a Panel Coordinator for that facility.
7. No one will hold more than one elected subcommittee Trusted Servant position of the committee, excluding Panel Leaders & Panel Members.
8. No waiving of clean time for positions going into facilities.
9. All trusted servants must show up 15 minutes prior to their scheduled commitment.
10. All Panel Members, Panel Leaders, and elected trusted servants of the subcommittee must be orientated with H&I policies and procedures at least 1 time every 12 months.

The following clean time requirements are:
Chairperson 2 Years
Vice-Chairperson 1 Year
Secretary 1 Year
Alt Secretary 1 Year
Appointed Position 1 Year
Literature Coordinator 1 Year
Orientation Coordinator 1 Year
Panel Coordinator 1 Year
Panel Leader 1 Year
Panel Member 6 Months
Guest Speaker 6 Months

Article XIII: Responsibilities and Duties

The responsibilities of each active member of the subcommittee are set forth below:

Chairperson

a) Coordinates all H&I activities.
b) Presides at all regular, special, and general subcommittee meetings.
c) Handles all public relations contacts involving policy matters and/or interpretations at the public

level, that pertain to H&I. This will be done with the direct cooperation with the PR subcommittee.

d) Is responsible for interchange of correspondence at the public level as well as all correspondence within H&I which involves policy matters.
e) Makes regular reports to the subcommittee on the status of all current or completed projects
f) May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panel participants.
g) Must represent H&I at the regular meetings of the SCASC and give a written report.
h) Has previously fulfilled a commitment as a H&I Vice Chair.
i) Commitment will be 1 year
j) Commitment will be July to July to coincide with SCASC policy

Vice Chairperson

a) In the absence of the Chairperson, or in the event of the inability of the Chairperson to perform, or upon the resignation of the Chairperson, assumes all those responsibilities normally carried out by the Chairperson until the SCASC has an election for that position
b) Works closely with the Chairperson.
c) May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panel participants.
d) Attends the regular subcommittee meetings.
e) Must attend the regular business meetings of the SCASC on behalf of H&I. This position assists in training for the Chairpersons position.
f) Commitment will be 1 year with the expectation of moving into the Chairpersons position following the completion of the term.

Secretary

a) Keeps a complete record in the form of minutes of every regular, special, and general subcommittee meeting
b) Keeps a complete and updated Panel Member list with the names, email addresses, recovery dates, and telephone numbers of all current subcommittee members.
c) Must keep a continuing record of monthly attendance at the subcommittee meetings in order to establish quorum.
d) Maintains a record of all subcommittee members most recent orientation date.
e) Sends notices or makes telephone calls for special meetings.
f) Maintains all necessary stationary supplies and prepares correspondence as needed.
g) Keeps a file of all such correspondence.
h) Must type and prepare any materials necessary for distribution to all subcommittee members..
i) Emails minutes to the SCASC Vice Chairperson, Secretary, Policy Chair, and subcommittee Members.
j) Must attend the regular subcommittee meetings
k) Commitment will be 1 year

Alternate Secretary

a) In the absence of the Secretary, or in the event of the inability of the Secretary to perform, or upon the resignation of the Secretary, assumes all those responsibilities normally carried out by the Secretary until the subcommittee has an election for that position.
b) Works closely with the Secretary.
c) Attends the regular subcommittee meetings

d) This position is for training purposes for the Secretary position.

e) Commitment will be 1 Year with the expectation of moving into the Secretary's position following the completion of the term.

Literature Coordinator

a) Must fill literature orders from the Panel Leaders.
b) Must keep a continuing record of literature distributed to Panel Leaders.
c) Must make a report at the regular subcommittee meetings on literature distributed and give a written copy to the secretary.
d) Must work with the Chairperson to ensure that necessary literature is obtained from the SCASC as per the H&I budget.
e) Must review distribution records on an ongoing basis to ensure that requests for literature from Panel Leaders are prudent and do not put the subcommittee over budget.
f) Commitment will be 1 year.

Panel Coordinator

a) Must keep in close contact and work with the Trusted Servants and the Panel Leaders for the meetings/presentations for which they are the Coordinator.
b) Must meet with administrators of facilities in the interests of harmony.
c) Must make sure that panels are filled for scheduled meetings for which they are the coordinator.
d) Must keep all Panel Leaders informed of the rules of the facility and any rule changes.
e) Works with the Panel Leaders to assure that volunteers are placed as Panel Members.
f) Commitment will be 1 year.
g) Has previously fulfilled at least one term as a Panel Leader.

Panel Leader

a) Must conduct H&I meetings/presentations in the facility being served
b) Must inform the Panel Coordinator well in advance when unable to conduct a regularly scheduled meeting.
c) Must inform all Panel Members and Guest Speakers of all the rules of the facility and the procedures for conducting the meeting.
d) Must be responsible for Panel Members and Guest Speakers in the meeting & bring any problems to the subcommittee meeting if necessary.
e) Commitment will be 6 months.
f) Has previously fulfilled at least one term as a Panel Member within the last 2 years in the Space Coast Area

Panel Member

a) Must have at least 6 months clean.
b) First time Panel Members are required to attend an orientation before sharing in a facility.
c) Must take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the Panel Leader.
d) Must adhere to the rules of the facility wherein they are, in fact, a guest.
e) Must always keep in mind that they may be seen as a representative of Narcotics Anonymous and should conduct themselves responsibly.
f) Commitment will be 6 months

Guest Speaker

a) Must have at least 6 months clean.

b) Must be a member of Narcotics Anonymous and have a Narcotics Anonymous Sponsor, and carry a clear NA message.
c) Must adhere to the rules of the facility wherein they are, in fact, a guest.
d) Must always keep in mind that they may be seen as a representative of Narcotics Anonymous and should conduct themselves responsibly.
e) In keeping with the spirit of rotation, a member of NA may be asked to participate as a guest speaker a maximum of TWO (2) times per any given month.

Article XIV: Orientation

H&I orientation is a period that allows members to become familiar with H&I work so that they aren't rushed into it without any preparation for this service. Many people are quite apprehensive about getting into H&I for a variety of reasons. Don't be put off; everyone has something to offer.

This packet has been compiled by the SPACE COAST AREA H&I SUBCOMMITTEE to give a brief outline of some of the specifics that will be important for you as a PANEL MEMBER or PANEL LEADER. The H&I Handbook gives a much more in-depth look at H&I work in Narcotics Anonymous if you decide you want to learn more about this rewarding type of service.

Many H&I area subcommittees, as a part of orientation, bring those who are new to H&I to their first meeting or two as an observer (panel member). This will give you a chance to just listen at first and see how an H&I meeting really works. Also, this helps many feel more comfortable when they come to join the panel.

It shall be the responsibility of the Panel Leader to ensure that all people attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES and PROCEDURES.

WHY IS AN H&I MEETING NECESSARY?

The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings, except for those in long-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.

WHO IS BEST SUITED TO CARRY THE NARCOTICS ANONYMOUS MESSAGE IN AN HOSPITAL & INSTITUTIONS MEETING?

In our experience, it is best for members to have six months clean time before attending an H&I meeting as a Panel Member or speaker, and one year clean time before chairing a meeting as a Panel Leader. It is not important whether or not we have been in a similar facility ourselves. Anyone with a CLEAR and CONSISTENT NARCOTICS ANONYMOUS MESSAGE who is willing to share is well suited for H&I work.

Don’t bring a meeting into a facility if you have prior knowledge of family or a significant other being in that facility. (Circumstances regarding a long term facility will be decided by a majority vote by the subcommittee on a case by case basis.)

WHAT DO WE PROVIDE AS A COMMITTEE?

LITERATURE: When the facilities themselves are unable to provide approved NA literature to their residents, H&I Subcommittees should provide such literature. Each facility is different and literature

guidelines are set within the subcommittee based on the facility's needs and guidelines. The same rules apply for key tags and other approved NA supplies.

WHAT WE DO NOT PROVIDE – TRANSPORTATION SERVICES: H&I Subcommittees do not provide transportation for residents to outside NA meetings. Providing rides could create a liability for the subcommittee, the Fellowship and the NA member: i.e., accidents, escapes, and false accusations.

THE MEETING FORMAT

There are a variety of formats that we use when carrying the message into facilities, but there are some key points to keep in mind about all of them.

The format of any particular H&I meeting may vary from meeting to meeting depending on the type of facility. In short term facilities, the format will be more focused on the Panel Members carrying a message to the residents, while in long-term facilities we may wish to encourage more participation from residents. In H&I we are carrying the message into the facility. At an H&I meeting we are not there to dump our problems, but rather to help these addicts become aware of what NA is and how it works in our lives. In effect, an H&I meeting is an introduction to our fellowship for addicts.

The PANEL LEADER should let you know what the format is before the meeting and should be able to answer any questions you may have about it. If you would like to see samples of a variety of formats, there is an explanation of several of them in the H&I Handbook.

Whatever format is chosen, we normally get the residents involved with a question and answer session at some point in the meeting. Also, you may be asked to stay after the meeting briefly to talk with the residents if that is permitted.

PERSONAL COMMITMENTS

Please DON'T volunteer for an H&I meeting if:

1. You are not sure that you want to attend this type of facility
2. You are not sure you will be able to attend the meeting. If something comes up and you will be unable to make your meeting, try to give the PANEL LEADER or PANEL COORDINATOR at least 48 hours notice so that he/she can invite someone to fill your spot. DO NOT ask someone to take your place. The PANEL LEADER is the only one that is allowed to invite people to the meeting. If the meeting cannot be filled for some reason, contact the PANEL COORDINATOR or FACILITY so that they may adjust their schedule for their residents for that time slot; or
3. If you cannot attend the monthly H&I Subcommittee Meeting. (Applies only to Panel Leader, Panel Coordinator, and elected Trusted Servants.)

QUESTIONS AND ANSWERS

It is a good idea to encourage questions concerning what was presented at the meeting or other general questions about NA, but there are a few things you should keep in mind.

Please remember that NA has no opinion on outside issues... Occasionally during the question and answer period, or when talking after the meeting, the residents will ask us to give an opinion on outside issues such as:

1. Other recovery programs or other fellowships.
2. The facility, i.e.: "Do I need to stay in treatment?"

3. Many other issues that do not pertain to recovery from addiction in the Narcotics Anonymous Fellowship

It is very important that we are not drawn into these types of discussions. Always remember to share only your experience, strength and hope about your recovery in Narcotics Anonymous.

WORKING WITH OTHERS: Men with Men, Women with Women

Some facilities house only men or only women. Other facilities house both women and men, but keep them separate; while other facilities house both men and women together. Whenever this is the case, only same-sex NA members should chair H&I meetings in those facilities or work closely with the inmates/patients, though this does not exclude members of the opposite sex from participating in meetings. Experience has taught us that we can avoid many possible problems if we follow this simple guideline. Problems that arise is this area have the potential to seriously damage the credibility of Narcotics Anonymous. Even though we may be innocent, just the appearance of problems of this nature can do irreparable harm. Please use sound judgment in this area. Remember, our primary purpose is to carry the message of recovery.

ADOLESCENTS

Many NA members who have worked with adolescents in an H&I setting have noticed that there are some special concerns that should be taken into account in guidelines such as these. We enter into this discussion guardedly, though, because we do not wish to create the impression that some addicts are "different". The issues here represent the stated experience of members who have carried the message to adolescents in institutions. In no way are these points presented as dogma that will apply in every case. They are instead presented as points for your consideration; to be used in whatever way makes the most sense.

Four major issues come to the forefront in any discussion of working with adolescents in an H&I setting.

1. The adolescent seems to respond strongly to role modeling;
2. The adolescent is very peer group oriented;
3. Significant adults in the young person's life must be respected and taken into account; and
4. Adolescents respond particularly well to an approach which include positive rewards, such as key tags, chips, etc.

SOME SUGGESTED TOPICS

1. Transition to the fellowship from treatment
2. The BASICS: Don't use, meetings, phone numbers, literature, sponsorship, and THE STEPS
3. Responsibility for our own recovery
4. Identify rather than compare
5. Spiritual not religious program
6. Denial and reservations
7. Giving up old playmates, playgrounds and playthings
8. Living Just For Today
9. The first three steps
10. Surrender, acceptance and feelings

This is a list of some topics that could be talked about during your meetings, but there are countless others. Topics should, however, be chosen carefully, keeping in mind the 12 Steps and 12 Traditions of Narcotics Anonymous.

H&I REQUIREMENTS ALONG WITH DO'S AND DON'TS

You have been invited to carry the message of recovery through H&I meetings because:

1. You have 6 months clean time from all mood and mind altering chemicals making you eligible to be a Panel Member or speaker.
2. You have 1 year clean time from all mood and mind altering chemicals making you eligible to chair a meeting as a Panel Leader.
3. You are willing to comply with all H&I Subcommittee and facility requirements.
4. You are willing to carry the NARCOTICS ANONYMOUS message in a responsible manner.
5. You have a STRONG, CLEAR and CONSISTENT NARCOTICS ANONYMOUS MESSAGE OF RECOVERY FROM ADDICTION.

All members carrying the message through H&I must keep in mind at all times the following general rules which cover ALL meetings in ALL facilities:

a) It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
b) It is unacceptable to give money to or take money from a resident.
c) You are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and is generally all they want. You are not to accept articles made by residents to be sold on the outside.
d) It is unacceptable to give to or to take from a resident any correspondence of any type while visiting the facility.
e) Guests and visitors should be cautioned against discussing employment, lodging, etc. (either the promise of, “looking for” or the securing of.)
f) Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility and by many of the residents.
g) It is unacceptable to give to or to take from a resident any personal information including addresses & phone numbers.
h) Follow all Do’s and Don’ts as defined by NA World Services.

DO'S

The World H&I Committee has compiled this list based upon the experiences of committees around the world who sent their input on this matter. They provide some very helpful guidelines, and should help you avoid pitfalls others have fallen into. These are some of those guidelines.

1. Make meeting lists of outside meetings available to residents.
2. Clarify the facility's rules with anyone you bring in. (Panel Leader)
3. Start and end the meeting on time.
4. Give a brief explanation of what H&I is.
5. Make it clear that NA is separate and distinct from the facility as well as other similar fellowships.
6. Try to get residents involved, especially those in long-term facilities (readings, etc.)
7. OBEY ALL DRESS CODES. Exercise common sense and dress appropriately.
8. Keep staff aware of your whereabouts AT ALL TIMES.
9. Follow all security regulations at all times
10. Remember that this is a "WE" program. No addict should feel that he/she is alone or being preached to or admonished.
11. Remember that an addict is an addict, regardless of age.
12. Remember that in NA, recovery is available to any addict regardless of what or how much or how little we used (or where we come from or how we got here.)
13. Emphasize the importance of getting to an NA meeting the first day out.
14. Emphasize the importance of getting a sponsor and a home group, the ongoing nature of recovery and the importance of attending meetings (suggest 90 in 90).

15. Use the literature recommended for H&I work, if we are supplying literature.
16. Be selective about your choice of speakers or panel members. Clean time is important; however, equally important is that person's message of RECOVERY IN NARCOTICS ANONYMOUS.
17. Screen all panel members, speakers, and chairperson(s) according to existing H&I Subcommittee guidelines

DON'TS!

1. Don't attend H&I facilities alone.
2. Don't emphasize using days while sharing an NA message of recovery.
3. Don't give anyone within the facility your address or telephone number.
4. Don't use excessive profanity.
5. Don't bring an NA member who has friends and/or family in the facility.
6. Don't break another person's anonymity or tell their story.
7. Don't get involved in discussion about an inmate's guilt or innocence.
8. Don't debate any issues involving the facility's policies, conditions within the facility, opinions about staff members, the merits of the facility's program and methods used by the facility, OR OTHER FELLOWSHIPS. Focus on the positive qualities of OUR PROGRAM. Remember, not all facilities are 12 Step based nor do their understanding of the Steps necessarily coincide with the understanding gained in Narcotics Anonymous. We share our experience without reference to the facility's methods or to residents' comments.
9. Don't debate which drugs are acceptable. We are a program of complete abstinence. Remember we are not doctors or professionals (i.e.: counselors or therapists).
10. Don't carry excessive cash or wear expensive or flashy jewelry.
11. Don't give or accept gifts.
12. Don't show favoritism to any resident(s).
13. Don't take messages inside or outside the facility.
14. DON'T GIVE OUT ANOTHER PERSON'S PHONE NUMBER OR STREET ADDRESS. REFER TO THE HELPLINE NUMBER.
15. Don't carry contraband items, such as cigarettes, weapons, etc.
16. Don't flood the facility with literature. The most reliable means of carrying the message is the NA member.
17. Don't pass the basket.
18. Don't let the meeting run too long.
19. Don't read too much literature, keep it simple for everyone (including you).
20. Don't take a person with outstanding warrants to jail or prison meetings. THEY MAY NOT LEAVE.
21. Don't take a person who is on parole or probation unless they have received permission from their officer and the facility.

Individual members should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. This is the responsibility and duty of the panel coordinator. Adherence to these guidelines will minimize confusion and misunderstanding within the H&I membership itself, and with the facilities we serve.

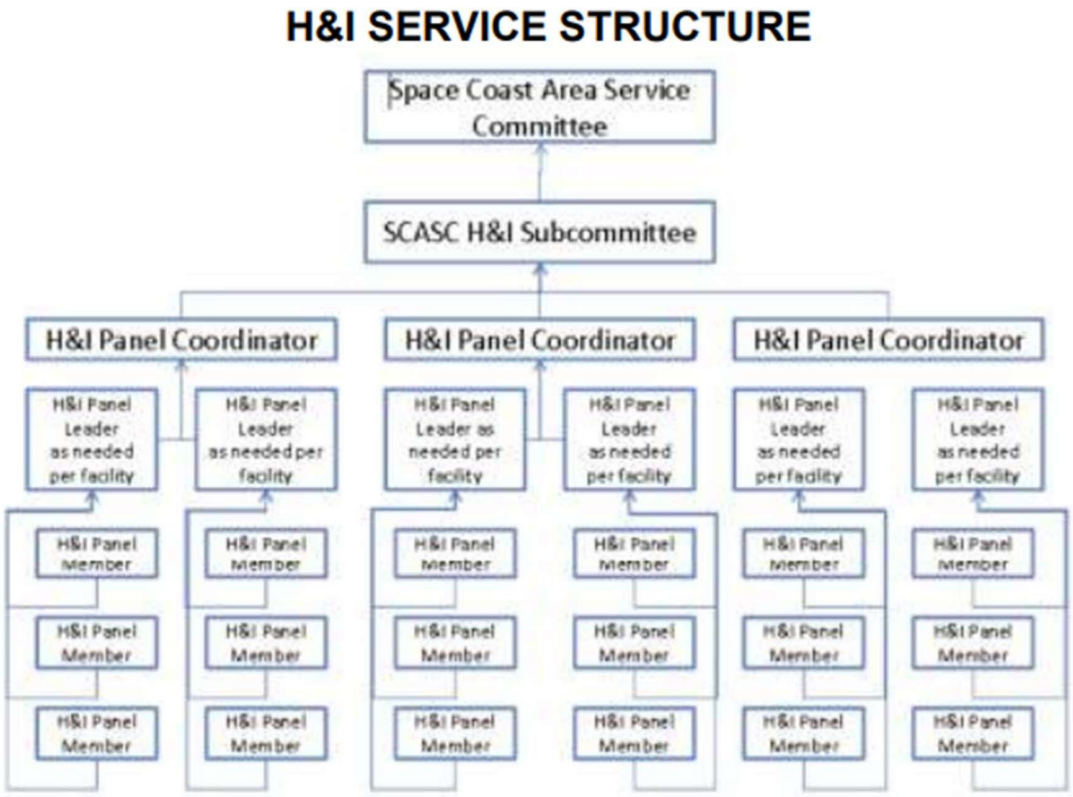
Failure to comply with any facility's regulations could result in the cancellation of the H&I meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember, your actions reflect not only on yourself, but on NA as a whole. More importantly, adverse

performance could well deprive an addict of the help they are seeking from you and other members of the subcommittee.

REMEMBER AT ALL TIMES THAT YOU HAVE A RESPONSIBILITY TO THE FACILITY, TO THE RESIDENTS AND TO NARCOTICS ANONYMOUS. IF YOU OBSERVE THE ABOVE SUGGESTIONS...AND FOLLOW THE 12 TRADITIONS, YOU WILL UPHOLD YOUR RESPONSIBILITIES TO ALL THREE. THIS IS ONLY A BRIEF OUTLINE OF INFORMATION. FOR FURTHER INFORMATION, SEE YOUR H&I HANDBOOK WHICH IS AVAILABLE THROUGH YOUR AREA H&I SUBCOMMITTEE. THE WORLD SERVICE CONFERENCE H&I HANDBOOK IS ALSO AVAILABLE.

THANK YOU FOR YOUR SERVICE.

ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY GUEST BEING TAKEN TO ANY H&I MEETING/PRESENTATION



Agenda for Monthly H&I Business Meeting

The monthly meeting is presided over by the H&I Chairperson. The agenda is as follows.

1. Welcome the Subcommittee and open the meeting with the Serenity Prayer.
2. Readings: A. The purpose of (H&I) B. The Twelve Traditions
3. Roll Call – Voting Quorum established
4. Secretaries Report: Minutes of previous meeting are approved.
5. Elections
6. Reports:
    a) A. By Facility:
        1. Panel Coordinator
        2. Panel Leader
    b) Literature Coordinator:
    c) Ad hoc committees:
7. Old Business
8. New Business
9. Open Forum
10. Schedule next (H&I) business meeting.
11. Close the meeting with the Serenity Prayer. (2013-02-20)
12. Orientation of new or returning H&I Members.

Space Coast NA H&I Subcommittee

Literature Coordinator report

Name_____ Date_____

IP #	Description	Quantity	Price	Total
1	Who, what, how, and why			
5	Another look			
6	Recovery and relapse			
7	Am I an addict?			
8	Just for today			
9	Living the program			
11	Sponsorship			
12	Triangle of self obsession			
13	Youth and recovery			
14	One addicts experience			
16	For the newcomer			
19	Self acceptance			
20	H & I and the NA member			
22	Welcome to NA			
23	Staying clean on the outside			
2	For those in treatment			
	Just for today(paperback)			
	White booklet			
	Any other approved literature			
	Total Budget requested			

Any other Problems or Suggestions_____

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_____