

**BIG RIVERS AREA**  
**NARCOTICS ANONYMOUS**

**HOSPITALS & INSTITUTIONS**  
**SUBCOMMITTEE**  
**GUIDELINES**

**Revised 02/2026**

## **BIG RIVERS AREA of NARCOTICS ANONYMOUS HOSPITALS & INSTITUTIONS SUBCOMMITTEE GUIDELINES**

### **I. Definition and purpose**

"The definition of an H & I Subcommittee is to carry the N.A. message of Recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H & I panels, except for those in long term facilities, are intended to simply introduce those attending to some of the basics of the N.A. program. "—*WSO H & I Handbook*.

The Hospitals and Institutions (H & I) Subcommittee of the Big Rivers Area Service Conference (BRASC) is a group of men and women from the fellowship of Narcotics Anonymous (N.A.) who believe in the concept, "To assure that no addict seeking recovery need ever die without having a chance to find a better way of life, from this day forward may we better provide the necessary service."

This concept should always be our primary purpose. So that when an addict who is housed in a Correctional Institution, Hospital, or Recovery House reaches out for recovery, Narcotics Anonymous will be there.

This Subcommittee shall be directly responsible to the BRASC and ultimately to the members we serve.

This Subcommittee shall service Panels in the Big Rivers Area of La Crosse, WI.

### **II. Functions of the Big Rivers Area H & I Subcommittee**

- A. To communicate information and to disburse literature at the first visit then as needed.
- B. To conduct business meetings as scheduled.
- C. To provide an H & I service representative to the Area, Region, and also other Sub Committees as necessary.
- D. To provide a regular orientation.

### III. Membership

Membership shall be open to any member of N.A. willing to participate. It is suggested that H & I Subcommittee Members have three months clean time to attend, and six months or one year clean time to share at a Facility/Jail meeting. Clean time for the purpose of this H & I Subcommittee shall be constituted as *abstinence* from *all* drugs. It is suggested that all Big Rivers Area H & I Subcommittee members have a working knowledge of the 12 Steps and 12 Traditions of N.A.

Any member of the Big Rivers Area H & I Subcommittee is automatically **disqualified** from further H & I activity upon **relapse** but may again become eligible when he or she can conform to the requirement herein set forth.

### IV. Voting

- A. Eligible voters include: Facility/Jail Coordinators and elected Officers.
- B. The Chairperson will vote only in case of a tie.
- C. Any member who has attended Big Rivers Area H & I orientation and at least one H & I Subcommittee meeting.
- D. Any elected Officer who has missed two consecutive Big Rivers Area H & I Subcommittee meetings will lose their vote until such time that he/she attends two consecutive H & I Subcommittee meetings and can conform to the requirements herein set forth. (The absence if excused ahead of time when possible such as: work, school, illness.)

### V. Subcommittee Trusted Servant Position

A steering committee of Officers shall consist of a Chairperson, Co-Chairperson, and Secretary. All Officers are to be elected by majority vote of eligible voters. It is suggested that all servants of this Subcommittee shall serve a term of 13 months. **\*\*NOTE:** Chairperson will be elected at BRASC.

- A. **Chairperson:** Suggested two years clean time, plus a minimum of one year activity in H & I work. Responsibilities include:
  - 1.1. Prepare the Subcommittee meeting agenda. Brings before the scheduled H & I Subcommittee matters they should act upon.
  - 1.2. Carries out the policies and orders for the Subcommittee.

- 1.3. Fills vacant Facility/Jail Coordinator positions as needed until a suitable replacement can be approved by the H & I Subcommittee.
- 1.4. Attends the BRASC and Regional H & I meetings as able.
- 1.5. Ensures the Traditions and Concepts are upheld in all matters.
- 1.6. Orders and Provides all N.A. Literature to Jail Facilities in Big Rivers Area and as H & I Annual Budget allows.

**B. Co-Chairperson:** Suggested one year clean time, plus a minimum of six months activity in H & I work. Responsibilities include:

1. Assumes the responsibilities of the Chairperson in the event of their absence.
2. If the office of the Chairperson becomes vacant, serves as the Chair until a Chair is elected by the BRASC.
3. Assists Chairperson keep proceedings orderly.
4. Coordinates Facility/Jail schedules until the H & I Subcommittee elects a new Facility/Jail Coordinator for that facility.
5. Orientation and welcoming new H & I members.
6. Coordinates all Ad-Hoc committees.
7. Attends all Regional H & I committee meetings with Chairperson as able.
8. May have other responsibilities determined by the Subcommittee.

**C. Secretary:** Suggested requirement is nine months clean time plus a minimum of three months H & I service work. Responsibilities include:

1. Takes an accurate set of minutes at each H & I Subcommittee meeting, sends them to all officers within fourteen days prior to the next H & I Subcommittee and/or BRASC, and makes them available at the beginning of the next Subcommittee meeting.
2. Maintains an ongoing file of all correspondence and minutes.
3. Keeps accurate records of all H & I Subcommittee members including addresses, E-mails, and phone numbers (home and cell numbers).

**D. Facility/Jail Coordinator:** Suggested requirements are one year clean time and at least six months activity in H & I service work. Responsibilities include:

1. Attends H & I Subcommittee meeting. If unable, must make a report available to the Chairperson before the meeting. Failure to do so for two H & I Subcommittee meetings in succession may result in removal from their position as Facility/Jail Coordinator at the discretion of the Subcommittee after reviewing the circumstances.
2. Instructs Facility/Jail Leaders in institutional requirements, regulations, and general rules covering the institution being served.
3. Notifies each Member to remind them of their upcoming Facility/Jail meeting and the Suggestion of attending the next general H & I Subcommittee meeting.

4. Attends initial Facility/Jail meeting with new Facility/Jail Leader in order to familiarize the new Facility/Jail Leader with the facility.
5. Provides Facility/Jail Leaders with suggested format.
6. Acts as liaison between H & I Subcommittee and the given Facility/Jail.
7. Reports attendance and/or problems to the H & I Subcommittee at its scheduled meeting.
8. Provides an up-to-date contact list to the Secretary and to the institution (if Required or requested) they serve of the Facility/Jail Leaders and Members.

E. **Panel Member:** Suggested 90 days clean time, He or She shall be qualified and assigned by the Subcommittee and also cleared by the institution whenever necessary. Responsibilities include:

- a Make a commitment for three months.
- b It is suggested to attend scheduled H & I Subcommittee meetings. If unable, please notify Facility/Jail Coordinator.
- c Is familiar with H & I Subcommittee guidelines and institutional rules.
- d Accepts responsibility for the conduct of any speakers in advance regarding the regulations of the institution being served. Reviews the Do's and Don'ts as published in the *WSO H & I Handbook* and *Public Relations Handbook (page 61)*.
- e Presents the institution with N. A. literature and related information with the necessary Hotline phone numbers. Including BRASC Meeting Directories.

### **SEE GENERAL RULES OF CONDUCT.**

## **VI. General Rules of Conduct**

- A. In keeping with the Twelve Traditions of N.A. case histories/life stories, and/or N.A. principles, or N.A. general information are to be the **only topic** of the Facility/Jail N.A. meetings.
- B. **Use of vile or profane language is prohibited.**
- C. Unless previously approved by the institution, nothing will be given to or taken from an inmate or patient including messages or telephone numbers.
- D. Do not discuss inmate's court case or patient/resident's diagnosis.
- E. To avoid possible conflicts of interest, a Facility/Jail Leader or Member will not serve at an institution at which he or she is employed, or has a family member, or a Spouse at the Facility/Jail being served.
- F. No Facility/Jail Member will interfere, use influence, or make promises in any institutions, courts, hospitals, nor with any inmates, patients, residents, Judges, Doctors, Probation or Parole Officers. We carry the message of recovery through the practice of the spiritual principles; 12 Steps and 12 Traditions of N/A.

- G. Provocative dress or behavior is inappropriate at an H & I meeting or presentation.
- H. Any member not conforming to the forgoing requirements or to any others which may be hereafter added, or refusing to abide by the rules and regulations of the institution being served shall be relieved of any Big Rivers Area H & I Subcommittee assignments previously held.

**VII. General Information**

- A. No Narcotics Anonymous meeting regularly conducted under the auspices of the H & I Subcommittee shall be held in any institution, except under the direct supervision of a regularly delegated Facility/Jail Coordinator. Or Member. He or She must be acceptable to the authorities of the institution being served.
- B. Length of clean time required by the institution is to be rigidly upheld by all Facility/Jail Coordinators and Members.
- C. A H & I member of Narcotics Anonymous on parole or probation will be allowed to participate in or attend a N.A. meeting in any institution being served by this Subcommittee with the express clearance by authorities of the institution when required.

These guidelines were written with the sole intention of assisting us in ‘carrying the message’ to the confined addict who still suffers. We trust that these Guidelines will serve to give general direction and some clearly defined parameters within which to operate.

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