

Cocaine Anonymous
World Service
Conference

Hospitals and
Institutions
Committee

Guidelines and
Information

Revised: as of 2009
Conference actions



TABLE OF CONTENTS

Item	Page
Introduction	1
Part I - General Information	1
Purpose of an H&I Committee.....	1
Working Within the Traditions.....	2
What are H&I Meetings	3
Open H&I Meetings	3
General Information for Contacting Facilities	3
Why a Committee?.....	4
Membership Qualifications	4
Conduct.....	4
The Monthly Business Meeting	5
Voting and Quorum Procedures	5
Election Procedures	5
The H&I Can	5
Passing an H&I Can - The How and Why of It	6
Part II - Elected Positions	7
H&I Director/Area Supervisor.....	7
Assistant H&I Director	7
Secretary	8
Treasurer.....	8
Chips & Literature Chairperson	8
H&I Activities/Events Chairperson.....	9
Institutional Public Information.....	9
Hospital Public Information.....	9
H&I Meeting Chairperson (Panel Chairperson)	10
H&I Meeting Co-Chairperson (Panel Leader).....	10
Part III - Committee Guidelines	11
H&I Business Meeting Format.....	11
H&I Meeting Guidelines and Information (General Information).....	12
H&I Meetings In Correctional Facilities	12
General Guidelines for C.A. H&I Meetings	13
Part IV - Meeting Formats & Readings	14
Suggested Meeting Formats	14
Suggested Open H&I Meeting Format	15
Qualifications of H&I Open Meeting Chairperson	16
Qualifications of H&I Open Meeting Leader Qualification	16
We Can Recover.....	17
Who Is a Cocaine Addict?.....	18
The Promises.....	19
A Vision for You.....	20

TABLE OF CONTENTS

(Continued)

Reaching Out	21
Part V - Miscellaneous	22
C.A. H&I Forum Format	22
Sample Introduction Letter for Contacting Facilities	23
Sample International Letter of Introduction	24
Suggestions for Contacting Correctional Facilities	25
25 Commonly Asked Questions	26
Suggestions for Getting Started.....	27
In Closing	27
Part VI - Appendix	28
Service Positions for Large Areas	28
Assistant Treasurer.....	28
Panel Board Chairperson	28
Chairperson for Informational Speaker	29
Meeting for C.A. Groups	29
Newsletter Editor.....	29
Assist Newsletter Editor	29
General Service Representative (G.S.R.).....	29
Workshop Leader	30
Policy Counsel Member	30
Policy Counsel Chairperson	30
Contact Report	31
Panel Chair Information Sheet	32

Introduction

This packet is divided into five sections. These are *suggested* guidelines for Hospitals and Institutions Committees. We recommend that you first thoroughly read these guidelines. Each district or area may need to revise these guidelines to make them more suitable for their particular district or area.

Part I contains general information about the purpose of a district and/or area level Hospitals and Institutions Committee, its organization under the traditions, and some suggestions for contacting facilities.

Part II contains descriptions of elected positions on the committee.

Part III contains a suggested H&I Business meeting format, suggested guidelines for H&I meetings and information regarding H&I Meetings in Correctional Facilities.

Part IV contains suggested H&I Meeting formats and readings.

Part V contains a sample letter for contacting hospitals and institutions, a sample format for doing an H&I Forum at C.A. Conventions and other information from the Cocaine Anonymous World Service Conference H&I Committee.

Part VI (Appendix) contains service positions for large areas, Assistant Treasurer, Panel Board Chairperson, Assistant Panel Board Chairperson, Chairperson for Informational Speaker Meetings for C.A. Groups, Newsletter Editor, Assistant Newsletter Editor, General Service Representative, Workshop Leader, Policy Council Members, Policy Council Chairperson, Contact Report, Panel Chair Info Sheet and H&I Order Form.

Part I

General Information

Purpose of a Hospital and Institutional Committee

The sole purpose of a Hospital and Institutional Committee is to carry the message of Cocaine Anonymous to those in hospitals and institutions. Institutions served may include, but are not limited to, correctional facilities, sanitariums, detox units, juvenile detention centers, half-way houses and shelters; either governmental or private. Confinement may be voluntary or involuntary.

The Committee is organized under the Ninth Tradition of Cocaine Anonymous, which states: "C.A. as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve." C.A. H & I meetings are held at the invitation of the hospital or institution, ever mindful of the admonition "Cooperation, not Affiliation!"

Working Within the Traditions

Just as C.A. has 12 steps of recovery, we also have 12 traditions that help keep our fellowship strong. It is important that these traditions be observed. We understand that some facilities are not familiar with C.A.'s traditions, and may unknowingly break them. It is our duty to help these facilities have a better understanding of our traditions. We suggest providing a copy of the Twelve Traditions of Cocaine Anonymous explaining what C.A. can and cannot do. Also, it is imperative to be knowledgeable of each facility's rules and regulations, and respect these when doing a meeting in their facility.

Tradition One "Our common welfare should come first; personal recovery depends upon C.A. unity." It is important that each person at an H&I meeting be able to concentrate on what is being shared. The H&I Meeting Chairperson should insure the H&I Meeting is conducted in an orderly and responsible manner.

Tradition Two reminds us that "For our group purpose, there is but one ultimate authority-a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern." It is our experience that when a meeting is "higher powered" as opposed to "self-willed" it is much more effective.

Tradition Three states "The only requirement for C.A. membership is a desire to stop using cocaine and all other mind-altering substances." Attendance at H&I Meetings is often regulated by the facilities. Clients may not voluntarily attend the meeting, but the individual must decide if he or she has a desire to stop using.

Tradition Four tells us that "Each group should be autonomous except in matters affecting other groups or C.A. as a whole." It is important to remember that when making decisions on H&I's behalf, such matters may affect C.A. as a whole.

Tradition Five says "Each group has but one primary purpose-to carry it's message to the addict who still suffers." Sharing our experience, strength, and hope with others, and carrying *the* message helps us stay sober.

Tradition Six, "A C.A. group ought never endorse, finance, or lend the C.A. name to any related facility or outside enterprise. Lest problems of money, property and prestige divert us from our primary purpose." As this tradition clearly states, we do not endorse any facilities with the C.A. name. However, as guests we cooperate with the facility and follow their policies and guidelines.

Tradition Seven, "Every C.A. group ought to be fully self-supporting, declining outside contributions." Most H & I meetings are restricted to patients or inmates, therefore, we do not solicit Seventh Tradition donations at H&I meetings.

Tradition Eight, "Cocaine Anonymous should remain forever nonprofessional, but our service centers may employ special workers." H&I orientation done by the H&I Committee itself should always be voluntary, though the facilities themselves may *require us* to complete *their* orientation program. We are never paid for 12 step work.

Tradition Nine, "C.A. as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve." H&I is directly responsible to the District or Area Service Committee and the fellowship it represents.

Tradition Ten, "Cocaine Anonymous has no opinion on outside issues; hence the C.A. name ought never be drawn into public controversy." Being guests, we must respect the facilities policies even if we personally disagree with them. Treatment modalities and medications are not subjects to be criticized by us at an H&I Meeting.

Tradition Eleven, "Our public relations policy is based on attraction rather than promotion, we need always maintain personal anonymity at the level of press, radio, television and films". Remember that this is a program of *attraction*; you may be the *only* example of C.A. that a patient or inmate may ever see.

Tradition Twelve, "Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities." In the spirit of anonymity, our members recognize that we do not take credit for any person's recovery; that it comes from a Power greater than ourselves.

What are Hospital and Institutional Meetings?

There is a distinct difference between H&I meetings and regular C.A. Meetings. H & I meetings are often restricted to patients or residents only, and not open to the community as a whole. These meetings are brought into facilities by local C.A. members through the H & I Committee. H&I Meetings are basically beginners meetings; with the chairperson of each meeting providing the speakers. They are not usually listed in the area or world directory; and they do not observe the 7th Tradition. Certain facilities may require H & I participants to be subject to sobriety requirements, dress and conduct codes.

Open H&I Meetings

In some cases a hospital or institution may request the H&I meeting be open to the C.A. community as a whole. This type of "Open H&I Meeting" may or may not be listed in the area or district meeting directory but, as with all H&I meetings, the 7th tradition is not observed. In addition, free books and literature are limited to clients of the institution only.

In contrast, a regular C.A. meeting is completely responsible for its own affairs and observes all of the traditions. It is usually listed in the local C.A. meeting schedule as well as the world directory. Also, the group conscience of a regular C.A. Meeting is made up of its members, while the group conscience of an H&I Meeting is the H&I Committee itself.

(See Open H&I Meeting format)

General Information for Contacting Facilities

There are many ways to go about contacting facilities. Here are some suggestions that have proven to be most helpful in starting an H&I meeting in a facility.

- 1) Target local areas.
- 2) Determine contact person at facility.
- 3) Contact facility person via phone or letter. (See sample letter, page 25)
- 4) Determine facility's needs; explain what C.A. is and how C.A. H&I meetings work.
- 5) Make an appointment with the contact person to visit the facility and explain our traditions; what C.A. can or cannot do. Discuss meeting format, literature and directories.
- 6) Establish a date and time for H&I Meeting. If necessary, set date for a test H&I Meeting.
- 7) Please remember that we represent the spirit of recovery. We should always approach a facility we have targeted for an H&I meeting dressed and acting as we would when going to an interview for a job.

Why a Committee?

The Committee guarantees continuity of C.A. meetings. Members come and go, but the committee continues. Trust in our actions and movements, comes from years of repetitive action by groups who know and conform to the established guidelines. No one individual can make this possible; only the continuity of a committee structure can. Problems which arise at an institution are resolved within the framework of the committee. H&I Committee members may seek advice and assistance for problems encountered in their particular facility with the knowledge that the combined committee experience will have faced and solved similar problems in the past.

Many institutions have stringent rules and regulations covering problems ranging from those of a simple custodial nature to the tighter security measures encountered in correctional facilities.

The H&I Committee of each C.A. District or Area is responsible for establishing guidelines and policy using normal voting procedures (the H&I group conscience).

Membership Qualifications

It is suggested that a member of Cocaine Anonymous who wishes to qualify for committee membership be sober a minimum of three months. Longer terms of sobriety may be required by some hospitals or institutions. It is suggested that only H&I members be permitted to chair or co-chair H&I meetings. Any member of C.A., invited guest, or interested party may attend the monthly H&I business meeting.

Conduct

A member of the H&I Committee may be subject to removal by an H&I Committee simple majority vote if any of the following occurs:

1. Upon the loss of the member's sobriety. Sobriety requirements will have to be reestablished for reinstatement.
2. Refusal to abide by the rules and regulations of the institution being served.
3. Refusal to abide by the H&I Committee guidelines.
4. While attending an H&I meeting, a member solicits, recommends or advises any person at the facility to any other facility or professional treatment.

Any committee member who has been suspended has the right to appeal such suspension at the next regularly scheduled H&I Committee business meeting.

In addition, the chair or co-chairperson of each meeting is required to attend the monthly H&I business meeting at least once every three months. Failure to do so can result in replacement of the chair and/or co-chairperson by the committee. This action does not exclude the member from other committee participation.

The Monthly Business Meeting

Regular H&I business meetings should be held once a month. Special and/or emergency meetings may be called by the Director. All regular business meetings will be presided over by the Director, or in the Director's absence, by the Co-Director. A suggested meeting format is included in these Guidelines.

Voting and Quorum Procedures

A quorum should consist of two-thirds of the active voting membership. The active voting membership is comprised of those H&I members in attendance at the business meeting and those who have notified the H&I Committee Secretary prior to each meeting that they will be absent but wish to remain on the active voting roster.

Election Procedures

Opening nominations for should be held annually. Committees may wish to structure the election dates of each office so all positions do not change at the same time. Thus the leadership maintains continuity. Any member of the H & I committee has one (and only one) vote in both nominations and elections. Each position on the committee is described in the sections that follow.

The H&I Can

If your district or area does, or wishes to do a separate collection to support the H&I Committee, labels for the "H&I Can" may be obtained free of charge by contacting the C.A. World Service Office. Regular C.A. Meetings which pass a collection for H&I have found the following a suitable modification of the meeting format. At the point where the 7th Tradition is honored, insert:

"The 7th Tradition reminds us that we are fully self-supporting through our own contributions. The can being passed is to support the Hospitals and Institutions Committee of Cocaine Anonymous, it goes to buy keychains and literature for addicts confined in hospitals and institutions. I have asked _____ to read the 12 Traditions for us while we observe the 7th. Newcomers need not feel obligated to contribute."

Subsequently, all funds collected for H&I should go to the H&I Committee. H&I Committees would be well advised to allow H&I funds to be deposited in their existing area or district bank account and thus save the additional bank charges. In addition, H&I committees are always a sub-committee of the area or district service committee, and in keeping with the Ninth Tradition are directly responsible to those they serve. More information on starting an H&I collection in your district or area may be obtained from the C.A. World Service Conference H&I Committee Chairperson or the C.A. World Service Office.

PASSING AN H&I CAN - THE HOW AND WHY OF IT

Ever since this fellowship was founded, it has been a custom at each meeting to drop a dollar in the basket. Unfortunately, while costs have increased in every area, the amount of this donation has remained the same. Many Areas have made up for this growing deficit by becoming increasingly dependent on special fund raising events. Consequently, the number of conventions, camp-ventions, roundups, etc. increases each year. When one of these events flops however, it may spell financial disaster for the District or Area which it was meant to support. From time to time, we ask members to drop an extra dollar in the basket when the fellowship is in need, but after a while, the donations drop off again. When the fellowship is having financial trouble, supplying regular C.A. meetings is not a problem as they buy what they need. Not so for the H&I Committee, having no income, they depend on the donations from open C.A. meetings for all their supplies.

One lasting solution to this problem is passing an H&I Can at meetings. This helps us in two ways. First the H&I Committee becomes not only self-supporting, but also able to provide Bookmarks, Keychains, Big Books, Pamphlets and even C.A. Storybooks. Secondly, as H&I is no longer a drain on the financial resources of the fellowship as a whole, these funds are free to be used elsewhere. In one district having 60 C.A. meetings, passing the H&I Can produced an income in 1993 of \$6,678.93. Least we seem overly concerned with money here, let's look at what it bought. Funds from the H&I Can were used to purchase 480 Big Books, 10,000 pamphlets, and 7,736 Keychains. In 1994, this same committee will begin distributing the C.A. Storybook at H&I meetings as well. Big books are stamped on the inside cover with the C.A. logo and the number of the local Info-line; this insures that we who pay for the books get credit for their distribution. The H&I Can not only helps H&I carry the message, the support it represents is a very important moral booster to those who carry it.

If you desire to start doing this in your area, first go to the District or Area Service Committee to solicit their support and approval. Each C.A. group is of course autonomous; the decision on whether or not to pass the H&I Can must be the result of a group conscience by the meeting in question. Then you'll need the cans themselves; we suggest one pound coffee cans paint white. Any C.A. H&I Committee may obtain labels for the H&I Cans free of charge by contacting the C.A. World Service Office. The importance of using labeled, painted, H&I Cans cannot be stressed enough; attempts to do this by just passing another basket have proved a failure. Another important point concerns the Meeting Format. The H&I Can is usually passed at the same time the 7th Tradition is collected. The format would read something like this: "The 7th Tradition reminds us that we are fully self supporting through our own contributions. The Can being passed is to support the H&I Committee of C.A., it goes to provide Bookmarks, Keychains, and Literature for addicts confined in Hospitals and Institutions." If the format remains unchanged, what often happens is that the H&I Can ends up gathering dust in the bottom of the box.

One concern which may be voiced is that funds collected actually go to H&I. The simplest way would be for the meeting to send a representative directly to the H&I Committee, a method successfully adapted by at least one area. Unfortunately, it is difficult enough to get one person to show up for the District or Area Service Meeting; trying to find two reliable people each month may prove unrealistic. An alternative arrangement is to have the G.S.R. bring both the H&I Donation and the 7th Tradition to the Area or District Service Meeting, after noting the amount collected in each. The money is then deposited by the treasurer in the Area or District Service Bank Account. The funds remain separated on paper, and dispersed to H&I by the Treasurer. At the end of the year, the amount collected is divided by twelve. This figure becomes the monthly budget for H&I. In order to maintain the integrity of this process, one district amended its by-laws to state that the monthly budget of H&I must always be equal to, or greater than, the average monthly donation from the H&I Can.

Part II - Elected Positions
H&I Director/Area Supervisor

Suggested Sobriety Requirement: 2 Year Continuous

Continuous Committee Service Prior to Position: 1 Year

Suggested Term of Commitment: 1 Year

Position filled via: Election

Duties and Responsibilities:

- A. Coordinate and direct all committee activities.
- B. Attend all business meetings that are related to institutional work.
- C. Keep informed on all matters affecting the committee.
- D. Supply and discuss with new Meeting Chairpersons the "Requirements, Duties, and Responsibilities" of the position.
- E. Notify any Meeting Chairperson not in compliance with attendance requirements prior to the next committee business meeting.
- F. Should the need arise, direct the removal of a Meeting Chairperson or Co-Chair. This action requires a simple majority vote of the full committee.
- G. Temporarily fill any open Meeting Chairperson position by appointment. At the next regularly scheduled committee business meeting, the position will be filled in the normal manner.

Assistant H&I Director

Suggested Sobriety Requirement: 1 Year Continuous

Continuous committee Service Prior to Position: 6 Months

Suggested Term of Commitment: 1 Year

Position filled via: Election

Duties and Responsibilities:

- A. Attend all meetings that are related to Institutional work.
- B. Work closely with the Director in any capacity as delegated by the Director.
- C. Assume the Director's responsibilities in his or her absence.

Secretary

Suggested Sobriety Requirement: 6 Months Continuous

Continuous committee Service Prior to Position: 6 Months

Suggested Term of Commitment: 1 Year

Position filled via: Election

Duties and Responsibilities:

- A. Keep minutes and attendance records of H&I business meetings, and supply them to members.
- B. Handle mailing of literature and announcements.

Treasurer

Suggested Sobriety Requirement: 1 Year Continuous

Continuous committee Service Prior to Position: 6 Months

Suggested Term of Commitment: 1 Year

Position filled via: Election

Duties and Responsibilities:

- A. Account for all monies of the committee.
- B. Maintain a post office box.
- C. Maintain the accounting for monies received and distributed for the purchase of literature, expenses of printing and other appropriate incidentals.
- D. To be gainfully employed and / or financially stable.

Chips & Literature Person

Suggested Sobriety Requirement: 6 Months Continuous

Continuous Committee Service Prior to Position: 3 Months

Suggested Term of Commitment: 1 Year

Position filled via: Election

Duties and Responsibilities:

- A. Obtain and keep on hand a sufficient inventory of soft literature and key chains from World Services or District Service Committee.
- B. Distribute literature at the monthly committee business meeting.
- C. At his or her discretion appoint an assistant literature person.

H&I Activities/Events Chairperson

Suggested Sobriety Requirement: 1 Year Continuous

Continuous committee Service Prior to Position: 6 Months

Suggested Term of Commitment: 1 Year

Position filled via: Election

Duties and Responsibilities:

- A. Plan H&I activities/events, and people-raiser.
- B. Appoint such people necessary to help with these duties.

Institutional Public Information

Suggested Sobriety Requirement: 18 Months Continuous

Continuous Committee Service Prior to Position: 6 Months.

Suggested Term of Commitment: 1 Year

Position filled via: Election

Duties and Responsibilities:

Contact institutions to establish new meetings and liaison with present ones.

Should be presently involved in the committee and sufficiently knowledgeable to impart any information necessary about the committee and its "services."

- A. Set up an appointment and visit the institution to determine needs.
- B. Report all contacts at the monthly committee business meeting.
- C. The individuals should be well versed in C.A. Traditions in order to communicate effectively with the public about C.A.
- D. At his or her discretion, appoint an assistant I.P.I. Chairperson.

Hospital Public Information

Suggested Sobriety Requirement: 1 Year Continuous

Continuous committee Service Prior to Position: 6 Months

Suggested Term of Commitment: 1 Year

Position filled via: Election

Duties and Responsibilities:

Contact hospitals & halfway houses to establish new meetings and liaison with present ones. (See: Institutional Public Information for more information)

- A. Set up appointments and visit hospitals or halfway houses to determine needs.
- B. Other duties are the same as Institutional Public Information.
- C. At his or her discretion, appoint an assistant H.P.I. Chairperson.

H&I Meeting Chairperson

(Panel Chairperson)

Suggested Sobriety Requirement: 1 Year (unless otherwise specified by facility)

Continuous Committee Service Prior to Position, Familiarity with these guidelines.

Position filled via: Voluntary basis, filled at H&I committee business meeting

Restrictions: A member who is on probation or parole may not chair an H&I Meeting in correctional facility unless official clearance is obtained in advance.

Duties and Responsibilities:

- A. Coordinates the activities of, and attends the scheduled H&I Meeting. If unable to attend, arrangements must be made through the Meeting Co-Chairperson or one of the H&I Committee members for established Chairperson to take the meeting.
- B. Notify the Committee of any problems encountered at the H&I meeting, or any change in the Chair or Co-Chair's address or telephone number.
- C. Provide the H&I meeting with adequate C.A. literature. Literature is obtained at the monthly H&I Committee business meeting.
- D. Attend the regular monthly H&I Committee business meeting a minimum of once every three months.
- E. Obtain speakers for the meeting. Speakers must have a minimum of three continuous months of sobriety, or meet the minimum sobriety requirement required by the facility - whichever is greater. Advance clearance for speakers may be required by some correctional facilities.
- F. Review meeting and institutional requirements with speakers prior to the scheduled H&I meeting.
- G. Acts as a liaison between the H&I Committee and their assigned facility.
- H. Assures attendance requirements are met by others assigned to the meeting.

Meeting Co-Chairperson

(Panel Leader)

Suggested Sobriety Requirement: 6 Months (unless otherwise specified by facility)

Continuous Committee Service Prior to Position: None

Position filled via: Voluntary basis, filled at Committee business meeting

Restrictions: A member who is on probation or parole may not chair an H&I Meeting in a correctional facility unless official clearance is obtained in advance.

Duties and Responsibilities:

- A. Attend the scheduled H&I meeting. If unable to attend, arrangements must be made through the Meeting Chairperson for another established committee member to assist with the H&I meeting.
- B. Provide assistance to the Meeting Chairperson on items B through F of the Chairperson position described above.

Part III -Committee Guidelines

Hospitals and Institutions Committee Suggested Business Meeting Format

Welcome to Hospital and Institutional business meeting of Cocaine Anonymous. My name is _____ and I am an addict. Please help me open this meeting with the Serenity Prayer. Is there anyone here for their first C.A. H & I business meeting? Would you please introduce yourselves? Welcome!

The sole purpose of this committee is to carry the message of Cocaine Anonymous to those in hospitals or institutions. This committee is organized under the Ninth Tradition of Cocaine Anonymous and operates under the Twelve Traditions of C.A. in all of our affairs.

(At this point, the Director calls for the following reports)

Secretary's Report

Previous meetings minutes (which may have been mailed) are discussed and any additions or corrections are made.

Treasurer's Report

Financial Statement is read and if necessary discussed.

Institutional Public Information Report

Updates on new contacts and meetings are announced and discussed.

Hospital Public Information Report

Updates on new contacts and meetings are announced and discussed.

H&I Day Sub-Committee Report

Activities of this sub-committee are discussed.

Meeting Chairperson's Reports

Each H&I Meeting Chairperson in attendance gives a run-down on the status of their meeting and reports any problems or difficulties which are pertinent to the committee.

After all reports have been completed, the Director calls for the following:

1. Call for and fill any meeting positions
2. Call for old business
3. Call for new business

The Director closes the meeting as follows: The next scheduled business meeting is (date & time). Remember that you may be the only example of Cocaine Anonymous that a patient or inmate ever sees; be the best example that you can be.

I would like to close tonight by having _____ lead us in the prayer of their choice.

H&I Meeting Guidelines and Information

General Information

Because we go into so many different types of facilities, there is a lot of red tape, and many rules and regulations involved. Remember that you represent Cocaine Anonymous and dress appropriately. Because we are invited guests in these facilities, it is important that as representatives of Cocaine Anonymous, we follow all the rules, regulations and policies of the institution we have been invited into:

1. A C.A. H&I meeting conducted under this committee should at all times be under the direct supervision of a member of the H&I Committee.
2. Sobriety requirements of each facility are to be upheld.
3. No member of C.A. on parole or probation may attend an H&I meeting in a correctional facility without advance clearance by the administration of the institution.
4. The meeting chairperson will be responsible for advising speakers in advance regarding policies of the institution and the H&I Committee.
5. C.A. personal stories, principles or general information are to be the main topics of any meeting conducted within any institution. We do not recommend prolonged Drug-a-Logs.
6. Use of profanity is not recommended.
7. No speaker, or H&I Committee member may go to an H&I meeting to visit a relative or friend who is a client or inmate at the facility.
8. No visitors from outside the fellowship of Cocaine Anonymous are permitted to accompany H&I members to H&I meetings at any time, for any reason.

H&I Meetings in Correctional Facilities

Chairpersons of H&I Meetings in Correctional facilities must have a minimum of 9 months continuous sobriety, except where otherwise required by the institution.

They are responsible for the conduct of any speakers taken into the facility, and should instruct these speakers in advance regarding the regulations of the facility and the H&I Committee. In some cases, the chairperson may be required to obtain advance clearance for speakers. Speakers should have a minimum of 3 months of sobriety, except where otherwise required by the Institution.

Many State & Federal Penitentiaries may require that H&I meeting chair and co-chairpersons complete orientation and agree to an FBI background check.

In general, the following guidelines must be observed in *all* prisons:

- a) Never touch an Inmate.
- b) Never give anything to, or take anything from an inmate without the approval of the institution, including books, chips, literature, etc.
- c) Never agree to contact anyone on behalf of an inmate.
- d) Do not reveal your address or other relevant personal information to an inmate.
- e) No weapons of any kind are allowed on prison grounds. This includes the parking lot. For example, a knife in a car glove box could be a violation of prison rules.

General Guidelines for Cocaine Anonymous Hospitals and Institutions Meetings

1. Avoid prolonged Drug-a-Logs.
2. Do not criticize or make derogatory remarks about the facility, its personnel, or any of its policies and practices. This includes opinions about pills, anti-depressants, tranquilizers, and antabuse which are used by many facilities.
3. Never give medical or legal advice or recommend other facilities to patients.
4. Do not talk down to the group.
5. Do not use profanity; you may be stopped by the meeting chairperson if you do.
6. Do not bring visitors - people from outside the fellowship of Cocaine Anonymous, or C.A. members not on the panel at the facility.
7. Do not bring anything in or take anything out. This includes written or verbal messages for an inmate or patient.
8. We do not recommend that you exchange phone numbers or addresses with people at a correctional facility, promise to write them, or agree to meet them when they leave. *In most correctional facilities this is a major violation of their policy. Under no circumstances may you or any member of the panel violate the facility's policy on this matter.* You may refer them to the C.A. meeting directory and indicate meetings that you regularly attend.
9. Do not promise inmates or patients jobs or aid of any kind.
10. Dress appropriately. Remember that you are representing C.A.
11. Do make sure that you are properly cleared to attend a correctional institution meeting. If you have outstanding warrants, or are on parole or probation, they may *keep* you.
12. **Show up.** Having a meeting “go dark” is worse than not having a meeting there at all. There is *nothing* that makes C.A. look as bad as nobody showing up to do a meeting. We have been invited to hold these panel meetings by the facilities - it is a privilege. *C.A. as a whole looks bad when no one shows up.*

Part IV - Meeting Formats and Readings
C.A. Hospitals and Institutions
Suggested Meeting Format

Welcome to the _____ H&I Meeting of Cocaine Anonymous. My name is _____, I am an addict. Are there any other addicts present?

Would you please help me open this meeting with the Serenity Prayer.

Cocaine Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem, and help others to recover from their addiction. The only requirement for membership is a desire to stop using Cocaine and all other mind-altering substances. There are no dues or fees for membership, we are fully self-supporting through our own contributions. We are not allied with any sect, denomination, politics, organization or Institution. We do not wish to engage in any controversy, and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others to achieve the same freedom.

We use the 12 steps of recovery because it has already been proven that the 12-step recovery program works.

It is a custom in Cocaine Anonymous to read a portion of the C.A. Storybook *Hope, Faith & Courage*, entitled "We Can Recover." I have asked _____ to read this for us.

(optional) It is a custom In Cocaine Anonymous to read a portion of the newcomer pamphlet entitled "Who Is a Cocaine Addict?" I have asked _____ to read this for us.

This is an H&I panel speaker meeting of Cocaine Anonymous. We ask that you relate to the feelings being shared so that you can better identify with our stories. This will be followed by a question and answer period.

(Speaker(s) share for 10-20 minutes)

(Question and answer period at this point. If time permits, or no questions are forthcoming, you may distribute the "25 questions.")

(Five minutes before the meeting ends...) Our time is up. If anyone has any questions that went unanswered, please share them with our speakers after the meeting. (if this is an open H&I meeting, remind the people that free literature is available for patients or clients of the facility only.)

I would like to close by having _____ read the Promises, A Vision For You or Reaching Out.

After a moment of silence for the addict who still suffers, would _____ lead us in the prayer of their choice?

Part IV - Meeting Formats and Readings
C.A. Hospitals and Institutions
Suggested Open Meeting Format

Welcome to the _____ H&I Open Meeting of Cocaine Anonymous. My name is _____, I am an addict. Are there any other addicts present?

Would you please help me open this meeting with the Serenity Prayer.

Cocaine Anonymous is a fellowship of men and women who share their experience, strength, and hope with each other that they may solve their common problem, and help others to recover from their addiction. The only requirement for membership is a desire to stop using Cocaine and all other mind-altering substances. There are no dues or fees for membership, we are fully self-supporting through our own contributions. We are not allied with any sect, denomination, politics, organization or institution. We do not wish to engage in any controversy, and we neither endorse nor oppose any causes. Our primary purpose is to stay free from cocaine and all other mind-altering substances, and to help others to achieve the same freedom.

We use the 12 steps of recovery because it has already been proven that the 12-step recovery program works.

It is a custom in Cocaine Anonymous to read a portion of the C.A. Storybook *Hope, Faith & Courage*, entitled "We Can Recover." I have asked _____ to read this for us.

It is also a custom in Cocaine Anonymous to read a portion of the newcomer pamphlet entitled "Who Is a Cocaine Addict?" I have asked _____ to read this for us.

This is an Open H&I participation meeting of Cocaine Anonymous. We ask that you relate to the feelings being shared so that you can better identify with our stories.

(Open for participation)

(Five minutes before the meeting ends...) Our time is up. If anyone has any questions that went unanswered, please share them with someone after the meeting. There is free books and literature for clients of this institution.

I would like to close by having _____ read the Promises, A Vision For You or Reaching Out.

After a moment of silence for the addict who still suffers, would _____ lead us in the prayer of their choice?

Qualifications of H&I Open Meeting Chairperson

Suggested Sobriety Requirement: 1 Year (unless otherwise specified by facility)

Continuous Committee Service Prior to Position, Familiarity with these guidelines.

Position filled via: Voluntary basis, filled at H&I committee business meeting

Restrictions: A member who is on probation or parole may not chair an H&I Meeting in correctional facility unless official clearance is obtained in advance.

Duties and Responsibilities:

- A. Coordinates the activities of, and attends the scheduled H&I open participation meeting. If unable to attend, arrangements must be made through the H&I Committee members for another established Chairperson to take the meeting.
- B. Notify the Committee of any problems encountered at the H&I open participation meeting, or any change in the Chair or Leader's address or telephone number.
- C. Provide the H&I meeting with adequate C.A. literature. Literature is obtained at the monthly H&I Committee business meeting.
- D. Attend the regular monthly H&I Committee business meeting a minimum of once every three months.
- E. Review meeting and institutional requirements prior to the scheduled H&I open participation meeting.
- F. Acts as a liaison between the H&I Committee and their assigned facility.
- G. Assures attendance requirements are met by others assigned to the meeting.

Qualifications of H&I Open Meeting Leader

Suggested Sobriety Requirement: 6 Months (unless otherwise specified by facility)

Continuous Committee Service Prior to Position: None

Position filled via: Voluntary basis, filled at Committee business meeting.

Restrictions: A member who is on probation or parole may not chair an H&I Meeting in a correctional facility unless official clearance is obtained in advance.

Duties and Responsibilities:

- A. Attend the scheduled H&I meeting. If unable to attend, arrangements must be made through the Meeting Chairperson for another established committee member to assist with the H&I meeting.
- B. Provide assistance to the Meeting Chairperson on items B through E of the Chairperson position described above.

WE CAN RECOVER

Welcome to Cocaine Anonymous. We are all here for the same reason – our inability to stop using cocaine and all other mind-altering substances. The first step towards solving any problem is admitting that there *is* a problem.

The problem, as we see it, consists of an obsession of the mind and an allergy of the body. The obsession is a continued and irresistible thought of cocaine and the next high. The allergy creates an absolute inability to stop using once we begin.

We wish to assure you that there *is* a solution and that recovery *is* possible. It begins with abstinence and continues with practicing the Twelve Steps of recovery, one day at a time. Our program, the twelve steps of Cocaine Anonymous, is the means by which we move from the problem of drug addiction to the solution of recovery.

1. We admitted that we were powerless over cocaine and all other mind-altering substances-that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God, as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all people we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for the knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to addicts and to practice these principles in all our affairs.

Cocaine Anonymous is a spiritual program, not a religious one. In C.A. we believe each individual can choose a Higher Power of his or her own. In short, a God of his or her own understanding.

No one comes to Cocaine Anonymous to find God. We came into these rooms to get rid of a terrifying drug habit. Look around this room. You are surrounded by people who came as a last resort. We came into these rooms emotionally, financially, and spiritually bankrupt. We have experienced all sorts of tragedies as a result of cocaine, drugs, and/or alcohol. We have lived many of the same horrors you have, yet today we are free from the misery, terror, and pain of addiction.

Maybe some of us were worse off than you; maybe some of us didn't hit as low a bottom as you. Still the fact remains that those of us who are recovering have come to believe that a Higher Power of our own understanding can restore us to sanity.

There is a solution; we can recover from addiction. One day at a time, it is possible to live a life filled with hope, faith and courage.



Approved Literature
Cocaine Anonymous World Services, Inc.
Copyright © 2000

The 12 Steps are reprinted with permission of Alcoholics Anonymous World Services, Inc. Permission to reprint and adapt the Twelve Steps does not mean that A.A. is affiliated with this program. A.A. is a program of recovery from alcoholism. Use of the Steps and Traditions in connection with programs and activities which are patterned after A.A. but which address other problems does not imply otherwise. The Twelve Steps of Alcoholics Anonymous: 1. We admitted we were powerless over alcohol-that our lives had become unmanageable. 2. Came to believe that a Power greater than ourselves could restore us to sanity. 3. Made a decision to turn our will and our lives over to the care of God as we understood Him. 4. Made a searching and fearless moral inventory of ourselves. 5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs. 6. Were entirely ready to have God remove all these defects of character. 7. Humbly asked Him to remove our shortcomings. 8. Made a list of all persons we had harmed, and became willing to make amends to them all. 9. Made direct amends to such people wherever possible, except when to do so would injure them or others. 10. Continued to take personal inventory and when we were wrong promptly admitted it. 11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for the knowledge of His will for us and the power to carry that out. 12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

Who is a Cocaine Addict?

Some of us can answer without hesitation, “I am.” Other’s aren’t so sure. Cocaine Anonymous believes that no one can decide for another whether he or she is addicted. One thing is sure, though: every single one of us has denied being an addict. For months, for years, we who now freely admit that we are cocaine addicts thought that we could control cocaine when in fact it was controlling us.

“I only use on weekends,” or

“It hardly ever interferes with work,” or

“I can quit, it’s only psychologically addicting, right?” or

“I only snort, I don’t base or shoot,” or

“It’s this relationship that’s messing me up.”

Many of us are still perplexed to realize how long we went on, never getting the same high we got at the beginning, yet still insisting, and believing — so distorted was our reality — that we were getting from cocaine what actually always eluded us.

We went to any lengths to get away from being just ourselves. The lines got fatter; the grams went faster — the week’s stash was all used up today. We found ourselves scraping envelopes and baggies with razor blades, scratching the last flakes from the corners of brown bottles, snorting or smoking any white speck from the floor when we ran out. We who prided ourselves on our fine-tuned state of mind! Nothing mattered more to us than the straw, the pipe, the needle. Even if it made us feel miserable we had to have it.

Some of us mixed cocaine with alcohol or pills, and found temporary relief in the change, but in the end it only compounded our problems. We tried quitting by ourselves, finally, and managed to do so for periods of time. After a month we imagined we were in control. We thought our system was cleaned out and we could get the old high again using half as much. This time, we’d be careful not to go overboard. But we only found ourselves back where we were before, and worse.

We never left the house without using first. We didn’t make love without using. We didn’t talk on the phone without coke. We couldn’t fall asleep, sometimes it seemed we couldn’t even breathe without cocaine. We tried changing jobs, apartments, cities, lovers-believing that our lives were being screwed up by circumstances, places, people. Perhaps we saw a cocaine friend die of respiratory arrest, and still we went on using! But eventually we had to face facts. We had to admit that cocaine was a serious problem in our lives, that we were addicts.

Cocaine Anonymous Hospitals and Institutions Committee



Approved Literature
Cocaine Anonymous World Services, Inc.
Copyright © 1992

Reprinted from the pamphlet “To The Newcomer” with permission of Cocaine Anonymous World Services, Inc.

The Promises

If we are painstaking about this phase of our development we will be amazed before we are half way through.

We are going to know a new freedom and a new happiness.

We will not regret the past nor wish to shut the door on it.

We will comprehend the word serenity and we will know peace.

No matter how far down the scale we have gone, we will see how our experience can benefit others.

That feeling of uselessness and self-pity will disappear.

We will lose interest in selfish things and gain interest in our fellows.

Self-seeking will slip away.

Our whole attitude and outlook upon life will change.

Fear of people and economic insecurity will leave us.

We will intuitively know how to handle situations which used to baffle us.

We will suddenly realize that God is doing for us what we could not do for ourselves.

Are these extravagant Promises? We think not. They are being fulfilled among us - sometimes quickly, sometimes slowly. They will always materialize if we work for them.

Cocaine Anonymous Hospitals and Institutions Committee



* Reprinted with permission of Alcoholics Anonymous
World Services, Inc., © 1939, 1955, 1976, 2001

A Vision for You

Our book is meant to be suggestive only. We realize we know only a little. God will constantly disclose more to you and to us. Ask Him in your morning meditation what you can do each day for the man who is still sick. The answers will come, if your own house is in order. But obviously you cannot transmit something you haven't got See to it that your relationship with Him is right, and great events will come to pass for you and countless others. This is the Great Fact for us.

Abandon yourself to God as you understand God. Admit your faults to Him and to your fellows. Clear away the wreckage of your past. Give freely of what you find and join us. We shall be with you in the fellowship of the Spirit, and you will surely meet some of us as you trudge the Road of Happy Destiny.

May God bless you and keep you—until then.

Cocaine Anonymous Hospitals and Institutions Committee



* Reprinted with permission of Alcoholics Anonymous
World Services, Inc., © 1939, 1955, 1976, 2001

Reaching Out

I made it into this Program because someone else worked their Twelfth Step on me. Someone passed it on to me. Someone was out there after they got clean and sober, caring about others. I need to never, ever forget that. Had they simply gone on with their lives and forgotten about people like me who were still using and suffering, I wouldn't be here today. My gratitude begins with that fact. It is with gratitude in mind that I reach out to others, especially the newcomers. I need to have them in my life. That is where my spirituality begins.

For me, spirituality comes from caring about others. I have found that the more I focus on improving the quality of the lives of others, the less I am into myself and my will. I feel a freedom and peace from within. The gifts I am beginning to receive in my life are greater than I could have ever imagined.

Something else I have done is that I have forgiven myself. I have forgiven myself for being an addict. I have forgiven myself for all the damage I did to my life, to my physical health, and to my career and finances. But most of all, I have forgiven myself for all of the horrible, negative and unloving things I have felt about myself. It was not until I offered and accepted my own forgiveness, that I was truly able to grow in my sobriety.

Excerpted from Page 127 of Hope, Faith & Courage, Stories from the Fellowship of Cocaine Anonymous.



Approved Literature
Cocaine Anonymous World Services, Inc.
Copyright © 1999

Part V - Miscellaneous Information
Cocaine Anonymous H&I Forum Format

Open with serenity prayer.

My name is _____ and I am an addict.

Welcome to the _____ H&I forum.

The purpose of this H&I forum is to unify the usage of the WSC H&I guidelines, to promote communication, to encourage member participation and the free exchange of ideas between H&I committees at the district, area, regional and world level.

Let's go around the room and introduce ourselves and tell us where you are from.

1. Review WSC H&I committee guidelines
2. Panel sharing their experience strength and hope in H&I (sharing time based on panel size)
3. Question and answers and participation period
4. Close

Policy on Bookmarks

Book markers used in place of keychains are for use in H&I facilities.

Suggested Introduction Letter to Hospitals and Institutions

Cut along line to copy letterhead

Dear

We represent the Hospital and Institution Committee of Cocaine Anonymous, a 12-step program of recovery from addiction to cocaine and all other mind altering substances.

The function of our committee is to carry the message of recovery to those addicted to cocaine and all other mind-altering substances, who are still suffering and may not be able to attend Cocaine Anonymous meetings outside of the institution in which they presently reside. Many of our members have begun their recovery within an institution.

We are contacting you on behalf of the Committee to introduce you to our Committee and to make our services available to you and your institution. We would be happy to talk with you personally and to discuss your present needs and how we may best be of service.

Please feel free to contact us at (____)_____ at your earliest convenience. Please note that we are a fully self-supporting non-profit organization requiring no fees or dues, that all our members participate voluntarily.

We look forward to hearing from you,

Sincerely,

Chairperson
Hospitals and Institutions Committee





CAWSO

21720 S. Wilmington Ave., Ste. 304

Long Beach, CA 90810-1641

Phone (310) 559-5833/ Fax (310) 559-2554

E-mail: cawso@ca.org

Dear

We represent the Hospital and Institution International Sub-Committee of Cocaine Anonymous, a Twelve Step program of recovery from addiction to cocaine and all other mind-altering substances.

The function of our committee is to carry the message of recovery to those addicted to cocaine and all other mind-altering substances who are still suffering and may not be able to attend Cocaine Anonymous meetings outside of the institution in which they presently reside. Many of our members have begun their recovery within an institution.

We are contacting you to introduce you to our H & I Committee, and to make our services available. We would be happy to talk to you personally, and to discuss your present needs and how we may best be of service.

Please feel free to contact us at _____ at your earliest convenience. Please note that we are a fully self-supporting non-profit organization requiring no fees or dues, that all of our members participate voluntarily.

We look forward to hearing from you.

Sincerely,

Chairperson Sub-Committee

Hospitals and Institutions International

Suggestions for Contacting Correctional Facilities

A. Targeting Correctional Facilities

1. Local County and City Jails
2. State Correctional Institutions & Release Centers
3. Federal Correctional Institutions & Release Centers
4. Halfway Houses for Ex-Offenders

B. Who to contact at the facility (all titles may be the same person)

1. Psychologist or Program Directors
2. Chaplains
3. Doctors
4. Directors
5. Counselors

C. Who else can help?

1. Other groups with experience in that institution
2. Nearby Areas & Districts of C.A.
3. Inmates
4. Other Institutions where there are already is a C.A. meeting
5. C.A.W.S.C. H&I Committee

D. Contact the facility by letter or telephone

1. Introduction Letter
2. Follow-Up Phone Calls to set up appointment

E. Making an Appointment with the facility

1. Send in the H&I Institutional Public Information Representative
2. Determine Institutional Needs, Regulations, Policies, and Restrictions
3. Determine if C.A. H&I can be of service.
4. Discuss C.A. Traditions, what C.A. can and cannot do. Review the Formats, Literature, and C.A. Meeting Directories

F. Set up a day and time for a meeting. If necessary, set up a “test panel meeting” for the staff to get an idea of what it is we do. Remember that when a meeting goes dark, it is worse than if the facility had never heard of Cocaine Anonymous at all.

25 Commonly Asked Questions

1. What is Cocaine Anonymous?
2. How do I know if I'm an Addict?
3. Can I still drink; smoke dope?
4. How much does it cost?
5. How soon before I'm cured?
6. Who is in charge?
7. Do I have to have religion?
8. Do I have to go to these meetings all the time?
9. What happens at meetings?
10. Do I have to quit hanging out with my partying friends?
11. What are the 12 steps?
12. What is a sponsor?
13. How can reading a book written in 1935 help me?
14. How come some people remain clean and others go back out and use?
15. Will C.A. keep me out of jail?
16. How come you people all seem so happy?
17. Can I ever use socially again?
18. What is this powerlessness I keep hearing about?
19. Won't I be cured after I leave here?
20. I thought Cocaine was not addicting?
21. Am I an addict if I just snort it?
22. How will I ever pay back all the money I owe?
23. How will I ever face my family, friends after what I did to them?
24. How can I believe in God after what he did to me?
25. Can't I do it all by myself ?

Suggestions for getting started at the Area or District Level

1. Start steering/planning committee
2. Start sign-up sheet for people interested in H&I work; call and remind people to come to the H&I committee meeting
3. Appoint an Area/District H&I representative
4. Each regular C.A. meeting may appoint or elect an H&I representative
5. Circulate H&I flyers announcing committee meeting
6. List monthly H&I business meeting in Area or District directory
7. Plan "H&I activities/events people raiser" (for example: an H & I party, dance, outdoor activities / barbeque, etc.)
8. If a newsletter is available announce H&I committee meetings and/ or special events in the newsletter
9. Start an H&I speaker list which includes their sobriety date - make sure you inform people on list their number will be circulated
10. Purchase literature from W.S.O. per the current policy.
11. Strongly encourage the people you sponsor to get involved in H&I.
12. Approach a hospital or institution and start an H&I meeting. You may have to do it yourself for a while, but you've got to start somewhere. Don't get bogged down waiting for others to show up and help. *Just trust God and take action.*

In Closing

We hope the information in this packet has been useful as you establish and maintain an H&I committee in your Area or District. This information has been drawn from the experience of fellow members across the country. We do realize that your area or district may have special needs not considered here. Please contact the H & I Committee of the World Service Conference if you have any pressing issues you need to discuss; or good ideas to pass on.

Our 12th step states; "having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principals in all our affairs." The 12th step is not always easy, but we feel it has added something to our lives that is beyond explanation. May your God be with as you carry the message of recovery.

Part VI - Appendix

The following contains additional Information concerned with H&I Committees In large Areas.

Service Positions for Large Areas

ASSISTANT TREASURER

SOBRIETY: Suggested 9 Months Continuous

CONTINUOUS COMMITTEE SERVICE PRIOR TO POSITION: 3 months

TERM OF COMMITMENT: 2 Years: 1 as assistant Treasurer and 1 as Treasurer

POSITIONS FILLED: Elected

RESTRICTIONS/MISC.: N/A

DUTIES AND RESPONSIBILITIES:

1. Act as Treasurer in his/her absence

PANEL BOARD CHAIRPERSON

SOBRIETY: Suggested 2 years Continuous

CONTINUOUS COMMITTEE SERVICE PRIOR TO POSITION: 18 months

TERM OF COMMITMENT: 2 years: 1 year as Assistant Panel Board Chairperson and 1 year as Panel Board Chairperson

POSITION FILLED: ACCEDED TO

RESTRICTIONS/MISC.: N/A

DUTIES AND RESPONSIBILITIES:

1. Administer the activities of all panels which are part of the Committee;
2. Schedule and conduct meetings each month to review all panels served under the Committee;
3. Prepare and maintain accurate and current reports of all panels;
4. Direct the removal of H&I Chairperson in those cases where removal is warranted and the Area Supervisor fails to take appropriate action;
5. Attend the regular monthly meetings of the Committee;
6. Attend the regular monthly meetings of the Policy Council;
7. Report on Panel Board activities at the request of the Director;
8. Appoint, and when necessary, remove Area Supervisors; an Area Supervisor can be removed when not keeping his commitment; and a new Area Supervisor can be appointed; and
9. Contact prospective facilities.

ASSISTANT PANEL BOARD CHAIRPERSON

SOBRIETY: Suggested 18 months Continuous

CONTINUOUS COMMITTEE SERVICE PRIOR TO POSITION: 6 months

TERM OF COMMITMENT: 2 years: 1 year as Assistant Panel Board Chairperson and 1 year as Panel Board Chairperson

POSITION FILLED: Elected

RESTRICTIONS/MISC.: N/A

DUTIES AND RESPONSIBILITIES:

1. Perform such duties as may be assigned by the Panel Board Chairperson;
2. Act for the Panel Board Chairperson in his/her absence; and
3. Serve as alternate Workshop Leader.

**CHAIRPERSON FOR INFORMATIONAL SPEAKER
MEETINGS FOR C.A. GROUPS**

SOBRIETY: Suggested 1 year Continuous

CONTINUOUS COMMITTEE SERVICE PRIOR TO POSITION: 6 months

TERM OF COMMITMENT: 1 year

POSITION FILLED: Elected

RESTRICTIONS/MISC.: 1. Should be presently involved in the Committee and sufficiently knowledgeable to impart any information necessary about the Committee and its services.

DUTIES AND RESPONSIBILITIES:

1. Assign panels to the C.A. meetings throughout the area for the purpose of carrying the H&I message to the C.A. membership;
2. Organize the panels, and selects the participating speakers from the committee members.

NEWSLETTER EDITOR

SOBRIETY: Suggested 1 year Continuous

CONTINUOUS COMMITTEE SERVICE PRIOR TO POSITION: 6 months

TERM OF COMMITMENT: 1 year minimum

POSITION FILLED: Volunteer

DUTIES AND RESPONSIBILITIES:

1. Publish the Committee Newsletter monthly;
2. Publish H&I financial reports as submitted;
3. Solicit articles pertinent to Hospitals and Institutional service;
4. Assure the Newsletter is not used as a vehicle to serve an individual's gripes or advertisements, and protects the anonymity of ALL members; i.e., phone numbers, last names, etc.
5. Appoint Assistant Newsletter Editor, if needed.
6. Appoint and supervise necessary editorial and executive staff if needed.

ASSISTANT NEWSLETTER EDITOR

SOBRIETY: Suggested 9 months Continuous

CONTINUOUS COMMITTEE SERVICE PRIOR TO POSITION: 3 months

TERM OF COMMITMENT: 6 months minimum

POSITION FILLED: Appointed by Newsletter Editor

DUTIES AND RESPONSIBILITIES:

1. Aids the Newsletter Editor in his/her duties and acts in his/her stead when necessary.

GENERAL SERVICE REPRESENTATIVE (G.S.R.)

SOBRIETY: Suggested 6 months Continuous

CONTINUOUS COMMITTEE SERVICE PRIOR TO POSITION: 3 months

TERM OF COMMITMENT: 1 year

POSITION FILLED: Elected

DUTIES AND RESPONSIBILITIES:

1. Represents the Committee at meetings of the Area/District Service Organization.
2. Attend and report pertinent Committee information to the Area/District Service Organization and share pertinent institutional experience which may be of value to C.A. as a whole;
3. Attend and report any pertinent information and experience shares at the Area/District Service Organization meeting to the Committee Meeting and Officers' Meeting.

WORKSHOP LEADER

SOBRIETY: Suggested 18 months Continuous

CONTINUOUS COMMITTEE SERVICE PRIOR TO POSITION: 1 year

TERM OF COMMITMENT: Open. May hold this position indefinitely

POSITION FILLED: Appointed

DUTIES AND RESPONSIBILITIES:

- 1. Hold monthly workshops prior to the monthly H&I business meetings in order to educate workshop attendees regarding the nature of H&I, panels, do's and don'ts, etc.
- 2. Should be adequately informed regarding same.

POLICY COUNCIL MEMBERS

SOBRIETY: Suggested 18 months Continuous

CONTINUOUS COMMITTEE SERVICE PRIOR TO POSITION: 1 year

TERM OF COMMITMENT: 2 years

POSITION FILLED: 2 members are elected to serve for 2 years. Emergency replacements are appointed by the H&I Director in office. The immediate past H&I Director automatically becomes Policy Council Chairperson for a period of 1 year; the immediate Area/District Service Organization's Vice Chair becomes a voting Policy Council Member for a period of 1 year, making a total of 5 voting Policy Council members.

RESTRICTIONS/MISC.:

- 1. Policy Council Chairperson is the former H&I Director. All other Policy Council Member positions are filled as outlined above. Policy Council Chairperson serves for 1 year term.

DUTIES AND RESPONSIBILITIES:

- 1. The Policy Council is to more efficiently coordinate the Purpose and overall program of the Committee and to guard the Traditions from being violated within H&I and to work with the H&I in the formation of any new ideas related to its Purpose.

POLICY COUNCIL CHAIRPERSON

SOBRIETY: Suggested 3 years Continuous

CONTINUOUS COMMITTEE SERVICE PRIOR TO POSITION: 1 year

TERM OF COMMITMENT: 1 year

POSITION FILLED: Accedes from H&I Committee Director or is elected from within Policy Council, as in the case of a term that has not yet expired.

DUTIES AND RESPONSIBILITIES:

- 1. Keep current master copy of the committee guidelines, and all additions, deletions, corrections and changes passed by the Council;
- 2. Turn over all documents to the incoming chairperson no later than December 31st of the expiring term of office.

PANEL CHAIR INFO SHEET

PANEL CHAIR: _____ DATE: _____

FACILITY NAME: _____

FACILITY ADDRESS: _____

CONTACT NUMBER (S): _____

MEETING DAY: _____ TIME: _____

FACILITY REQUIREMENTS: _____

WHEN WAS THE MEETING STARTED: _____

NOTES: _____

