

Northern California

# Hospital and Institution Committee



[www.handinorcal.org](http://www.handinorcal.org)

## **POLICIES & PROCEDURES MANUAL**

“Our Collective Conscience”

~ **SECTION TWO** ~

**General Committee**

October, 2016

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# **STATEMENT OF PURPOSE**

The only purpose of the Northern California Hospital and Institution Committee is to carry the message of Alcoholics Anonymous to the alcoholic who is confined. The activities of this committee are governed by the Twelve Traditions and based on spiritual principles embodied within the Twelve Concepts of Alcoholics Anonymous.

Our intention is to simplify and unify the procedures for those who are interested in this type of Twelfth Step work. It is the express desire of this committee that all persons selected for specific assignments have the length of sobriety and experience levels which are listed under the qualifications suggested for that position, remembering that these suggestions are based on "that which experience has taught us".

Our committee is organized to avoid confusion and duplication of effort. This is a service committee and our responsibility has many facets, most important of which are:

1. To the patient or inmate group within a facility.
2. To the facility: courteous acceptance of and compliance with its wishes.
3. To the Fellowship of Alcoholics Anonymous: namely, conducting ourselves in a manner above reproach, to ensure that we will not say or do anything that will reflect unfavorably upon the Committee or A.A. as a whole.

Since our public relations policy is one of attraction rather than promotion, we serve in these facilities at the invitation of the administration, ever conscious of the admonition, "COOPERATION NOT AFFILIATION".

As members of this committee, we cannot, and do not, speak for A.A.; however, each of us who participates is automatically representative of A.A. We maintain our sobriety through adherence to the program embodied in our Twelve Suggested Steps of Recovery and try to practice these principles in all our affairs. In view of this, we:

1. Refrain from swearing and the use of profanity, unrelated and off-color jokes, prolonged monologues of drinking stories and other types of self-indulgence.
2. Respect full anonymity of inside members at all times.
3. Respect all rules and regulations as outlined by the administration.
4. Not intercede on behalf of any individual or group of individuals.
5. Not engage in any controversy over management, treatment or personnel, being ever mindful of the single purpose of this committee.

# INTRODUCTION

This document is the second part of the operating manual of the Northern California Hospital and Institution Committee and, in combination with **SECTION ONE** consolidates information previously contained in the green pamphlet “Workshop Guidelines for Area Chairpersons”, the yellow pamphlet “Purpose and History of H&I Service Work”, and the previous version of our Pink Pamphlet. The guidelines and policies included are based on our collective years of experience as one of the oldest Ninth Tradition service committees of A.A.

In an effort to be broadly useful, yet comprehensive, the entire policies and procedures of the Northern California Hospital and Institution Committee have been divided into two parts: **SECTION ONE** contains information and position descriptions specific to the local areas, and is published in bulk for general distribution. This manual, **SECTION TWO**, contains information and Steering Committee position descriptions for the entire Northern California area, as well as all written policies of this committee, and is published for use by the NorCal Committee and in limited numbers for the local areas. Some information has been deliberately duplicated in both sections, to provide easy access and make each manual as user-friendly as possible.

## FUNDING

The approved source of income for the Northern California Hospital and Institution Committee is from the Pink Can collections at A.A. meetings and activities, from other donations by AA groups, and from personal contributions by members of A.A. Funds collected in the Pink Cans are ‘*dedicated funds*’ given by group members specifically for the purpose of supporting the work of H&I and cannot be used for any other purpose.

If it comes to the attention of the committee that an A.A. group is not using the Pink Cans for the above purpose, a member of the committee should contact that group and encourage them to do so.

## COMMUNICATIONS

Because we serve sensitive populations, clear and open communication among all facets of the H&I committee is essential. Many negative situations can be avoided or resolved by responsibly informing our fellow committee members of any potential problems in a timely manner, keeping both those to whom we are responsible and those who are responsible to us informed and aware. Our obligations in this area include:

- **MEETING VOLUNTEERS:** keeping your Facility/Meeting Coordinator informed of any meeting problems or issues in the facility you serve.
- **FACILITY/MEETING COORDINATORS:** keeping your Area Chair or Co-Chair informed on any reported or potential problems, as well as informing your meeting volunteers on any change in conditions at the facility.
- **AREA CHAIRS:** keeping your Regional Chair informed of any problems and ensuring that the NorCal General Chair is aware of situations which could affect other Areas or the NorCal H&I Committee as a whole.
- **MAJOR FACILITY COORDINATORS:** keeping the Major Facilities Chair and/or General Chair informed of any problems and issues, especially those which could affect other facilities or the NorCal Committee as a whole.
- **REGIONAL CHAIRS:** acting as the direct communications link between the areas you serve and the NorCal General Chair; informing other areas in your region of problems which could affect them.

We’re all here to help each other and communicating effectively is a major part of everyone’s responsibilities, as failure to do so can ultimately affect the alcoholic who is confined. Any members of the NorCal Steering Committee, including the General Chair, can be contacted through our website at [www.handinorcal.org](http://www.handinorcal.org), or through the Area and Regional Chairs.

## **STIPULATION**

~ PLEASE NOTE ~

***WE WISH TO POINT OUT THAT IF ANY MEMBERS OF THIS COMMITTEE CHOOSE TO RESUME DRINKING OR CONDUCT THEMSELVES IN A MANNER DETRIMENTAL TO THE BEST INTEREST OF THE COMMITTEE AND THE FELLOWSHIP OF ALCOHOLICS ANONYMOUS AS A WHOLE, THEY AUTOMATICALLY RESIGN, AND MAY BE APPOINTED ONLY WHEN THEY AGREE TO COMPLY WITH THE COMMITTEE'S GUIDELINES AND HAVE AGAIN QUALIFIED WITH THE MINIMUM SOBRIETY REQUIREMENTS.***

# A BRIEF HISTORY OF H&I

“When a nation goes down, or a society perishes, one condition may always be found; they forgot where they came from.”  
Carl Sandburg

The Northern California H&I Committee is an independent Ninth Tradition service committee of Alcoholics Anonymous, carrying the message of recovery to the alcoholic who is confined. The initial spark of hospital work was set in motion on June 13<sup>th</sup>, 1935 when Bill W. and Dr. Bob (only three days sober at the time) made their first visit to a hospitalized alcoholic and thus found Bill D., the third member of A.A.<sup>1</sup>

Word of A.A.'s success had spread, and by 1942 San Quentin Prison Warden Clinton Duffy, recognizing that many of the inmates were incarcerated for reasons related to alcoholism, and concerned about the high rate of recidivism among alcoholics, realized the potential for A.A. to carry its message “behind the walls”. The visionary Warden Duffy contacted an A.A. member from the San Francisco Groups, who along with an inmate at San Quentin named Ricardo, in 1942 conducted one of the first known correctional institution meetings of A.A., reportedly with twenty members in attendance.<sup>2</sup>

An incident related by Warden Duffy in his book, The San Quentin Story, illustrates the early influence of A.A. in San Quentin:

In their constant and over-ingenious quest for alcohol, several prisoners had consumed a highly toxic printing fluid containing wood and grain alcohols and various commercial solvents.

As the symptoms of their poisoning began, they were brought to the prison hospital and harrowing hours followed, during which several of them died. The whole prison was tense as the fatalities continued to mount.. The San Quentin A.A. Group volunteered instantly and spent the rest of that long night and the next two days donating blood, foregoing meals and tirelessly assisting the overworked doctors administer treatment to their fellow alcoholics.. Previously A.A. hadn't been any too popular, but now prison support for A.A. hit an all-time high and stayed there. Many of the survivors joined up. The first Prison Group had made its mark; A.A. had come to San Quentin to stay.<sup>3</sup>

With regular meetings in San Quentin the parole figures suddenly dropped from the usual return rate of 80% to a remarkable 20%<sup>4</sup> and held that way.<sup>5</sup> Seeing this success, Folsom Prison also clamored for AA and in 1943, in an unprecedented action of the Prison Board, inmate Ricardo volunteered and was permitted to transfer from San Quentin, a relatively progressive medium security facility to Folsom Prison, a hardened maximum security facility just north of Sacramento, for the sole purpose of helping to start A.A. there.<sup>6</sup> A.A. work in jails, prisons and penitentiaries began to take hold in Northern California as well as in other states across the country, and later in that year Bill W. visited Northern California and was a guest speaker at both prisons, an experience which he found profoundly moving<sup>7</sup>.

Enthusiasm among A.A. members on the outside to participate in this type of service work grew rapidly. Rumor has it that when two groups from different cities showed up at the same time to conduct the evening's meeting, the result was an altercation in the prison parking lot to determine who would go in - perhaps not the most spiritual way to decide the issue. This was before the existence of the A.A. General Service structure as we now know it, so in order to coordinate and organize the efforts of the many volunteers who wished to participate, our Committee was officially formed in 1946.

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<sup>1</sup> AA Comes of Age, p. 72. AA World Services, Inc.

<sup>2</sup> *Ibid.*, p.89

<sup>3</sup> Duffy, Clinton T. The San Quentin Story, pp 169-170. Doubleday & Co., Inc.

<sup>4</sup> AA comes of Age, p. 90

<sup>5</sup> AA Archives, Vol. 31, #1 (this writing indicates the rate may have stayed closer to 25-40%, still a spectacular drop)

<sup>6</sup> *Ibid.*, and Clinton T. Duffy article, reprinted *AA Grapevine*, July 2001

<sup>7</sup> AA Archives, Vol. 31, #1; also Pass It On, p.289. AA World Services, Inc.

Since those pioneering days, the Northern California H&I Committee has evolved into a fully functional, independent service committee, with over 40 local areas represented and thousands of volunteers participating in our service work. As of 2013, Northern California H&I provides almost 42,000 meetings a year, serving 22 major state and federal institutions and hundreds of local jails, hospitals, rehabilitation/recovery centers and other community facilities.

One of the greatest factors in our success has been the implementation of our Pink Cans. Until 1957, volunteers had to either provide the literature for H&I meetings themselves or beg it from their groups, often stretching the group's funds beyond their ability to pay for other A.A. services. Once again, God supplied the inspiration – why not pass a special can for contributions, entirely separate from the Seventh Tradition and solely for the purpose of providing the much needed literature? Oh, and we've got a bunch of PINK paint around.... The irresponsible had found another way to become responsible, common sense became uncommon sense and the solution has provided A.A. literature for confined patients and inmates for over 50 years, without detracting from the groups' Seventh Tradition responsibilities. As a result of the funds available from the Pink Cans, the Northern California Hospital & Institution Committee has for many years been one of the largest purchasers of literature from the A.A. General Service Office in New York, thereby contributing greatly to A.A. World Services income.

The question is often asked, "Now that A.A. has a fully developed General Service structure, with its own Corrections and Treatment Committees, why should NorCal H&I remain a separate, independent service structure?" Firstly, due to the above-mentioned funding structure of the Pink Cans, NorCal H&I has the financial resources and the ability to purchase literature that would otherwise put a severe strain on our World Service funds to match. Our Committee is answerable and responsible to those who fund us through the Pink Cans – the A.A. groups of Northern California. Secondly, and perhaps even more important, our committee pre-dates the General Service structure, giving us the many blessings of over 70 years' experience in carrying the A.A. message to the alcoholic who is confined. We work closely with and are always ready to assist our brothers and sisters in General Service, and they with us; we are often asked to serve as consulting members of their committees, and we maintain a relationship built on mutual respect and common purpose.

An enduring legacy - in an article for the special issue of "The A.A. Grapevine" commemorating A.A.'s twenty-fifth anniversary, Warden Clinton Duffy, who was by then a member of the California Parole Board, said the following of Alcoholics Anonymous in prisons:

"The A.A. program is presented in a humble and humane manner, without high-pressure frills. This is the approach necessary to reach the man who has developed a highly suspicious nature. It helps him to face truth and reality, without self-pity or dodging of responsibility. It rids him of fears, hates, jealousies and suspicions that have been his for so long. He learns to eliminate his drinking – to fight the urge, the desire – to get help and Fellowship from his A.A. friends."<sup>8</sup>

In 2005 the 25-millionth copy of the book Alcoholics Anonymous was presented to Jill Brown, Warden of San Quentin Prison, in commemoration of the historic role that San Quentin played in the development of Hospital and Institution work in A.A.<sup>9</sup>

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<sup>8</sup> The AA Grapevine, June 1960, "I Didn't Want To..."

<sup>9</sup> [www.aa.org](http://www.aa.org), FAQs about AA History



NORTHERN CALIFORNIA  
HOSPITAL & INSTITUTION COMMITTEE

# Organizational Structure

And

# Policies and Procedures

NORCAL H&I ORGANIZATION CHART

**LOCAL A.A. GROUPS**

**AREA H&I COMMITTEE**  
(Group Representatives, H&I Volunteers)

**REGIONAL CHAIRS**

**NORCAL H&I  
GENERAL COMMITTEE**

**NORCAL  
GENERAL CHAIR**

**NORCAL  
STEERING  
COMMITTEE**

# **NORCAL H&I ORGANIZATIONAL STRUCTURE**

**GENERAL COMMITTEE DEFINITION** — The General Committee is the final decision-making body of the Northern California Hospital and Institution Committee and is comprised of the members of all the local area committees. All decisions of the General Committee represent the collective Group Conscience of the A.A. Groups and the H&I volunteers in Northern California. The General Committee meets three times a year to inform the Fellowship of our activities, to review issues and concerns from the areas, and to make decisions for the committee. The General Committee elects the General Chair and the Finance Committee members and approves the Steering Committee nominations provided by the General Chair.

**STEERING COMMITTEE DEFINITION** - The Steering Committee executes the operations of the Northern California Hospital and Institution Committee and is comprised of the positions listed below. The Steering Committee meets three times a year, one month prior to the General Committee meeting, to report on the status of all committees, to discuss handling of procedural issues and to discuss and vote on issues to be brought to the General Committee. All members of the Steering Committee shall be currently and actively engaged in our single purpose of carrying the message to those who are confined. It is the responsibility of Steering Committee members to attend and report at all Steering Committee and General Committee meetings or to submit a written report prior to the meeting.

**STEERING COMMITTEE APPOINTMENTS** - Officers of the Steering Committee, with the exception of the Finance Committee Chair (see Finance Committee Procedures), and Regional Chairs (see Regional Chair positions), are appointed by the General Chair with the advice and concurrence of the General Committee, and shall serve in those offices for the term of the General Chair who appointed them. Major Institutional Chairs are appointed by the General Chair with the advice of the Regional and Area Chairs and serve a two year term with the ability to succeed themselves once.

## **LIST OF NORCAL STEERING COMMITTEE POSITIONS**

General Chair ♦ General Co-Chair ♦ Secretary ♦ Literature Chair ♦ Treasurer ♦ Audio Media Chair ♦ Policy Chair ♦ Historian ♦ Public Information Chair ♦ NCCAA Conference Coordinator ♦ Finance Committee Chair ♦ Publisher ♦ Website Chair ♦ Grapevine Chair ♦ Regional Chairs ♦ Major Institutional Coordinators ♦ Major Institutional Chair

## **NORCAL STEERING COMMITTEE POSITION DESCRIPTIONS**

**GENERAL CHAIR** — the General Chair is elected by the General Committee, using the Third Legacy procedure and is subject to recall by a majority vote.

**Term:** Two years (may succeed self once).

**Qualifications:** It is suggested that candidates for the office of General Chair have a minimum of five years of current and continuous sobriety and three years of active committee work in H&I at area and regional level.

**Responsibilities:** Is responsible for coordinating all Hospital & Institution Committee activities for Northern California and may designate one or more persons to act in his/her behalf or on behalf of this committee.

1. Appoints, with the consent of the General Committee, all Steering Committee Officers (except Finance Committee members and Regional Chairs).
2. In concert with the Public Information Chair, handles all public relations contact involving policy matters and/or interpretations at the public level.
3. Handles all matters affecting the H&I Committee in connection with Alcoholics Anonymous in Northern California.
4. Is responsible for correspondence within the committee involving policy matters.

**Note:** Should misunderstandings or disagreements within the General Committee be deemed important enough to be called to the attention of the General Chair, his/her judgment will be accepted as final.

**GENERAL CO-CHAIR** — the General Co-chair is appointed by the General Chair with the advice and concurrence of the General Committee. The terms and qualifications are the same as those for the General Chair.

**Responsibilities:** Assists and acts on behalf of General Chair as requested; in the event of the General Chair being temporarily unable to fulfill his or her duties, General Co-Chair will assume responsibilities of General Chair.

**SECRETARY** — the Secretary is appointed by the General Chair with the advice and concurrence of the General Committee.

**Term:** Serves during term of appointing General Chair.

**Qualifications:** It is suggested that the Secretary have a minimum of one year of current and continuous sobriety and be familiar with committee work of H&I.

**Responsibilities:** Is responsible for overall handling and maintenance of current Committee records.

1. Works with committee Publisher to maintain master roster of General Committee.
2. Prepares the minutes of all meetings called by the General Chair.
3. Maintains the master file of facility schedules that are submitted by the Area Chairs.
4. Assists the General Chair in preparing all correspondence.
5. Organizes minutes, reports and other pertinent documents for meeting distribution; forwards to appropriate person for printing.
6. At the direction of the General Chair, prepares periodic mailings to distribute meeting agendas, minutes, rosters, financial reports and any other papers necessary to keep the committee members informed.
7. Maintains a file of all minutes, reports and correspondence accumulated during the period served and passes same to the next secretary.

**TREASURER** — the Treasurer is appointed by the General Chair with the advice and concurrence of the General Committee.

**Term:** Serves during term of appointing General Chair.

**Qualifications:** It is suggested that the Treasurer have a minimum of five years of current and continuous sobriety and three years of active committee work in H&I.

**Responsibilities:** Has overall responsibility for financial recordkeeping and bookkeeping duties of the Committee.

1. Receives and tallies all contributions made through the Pink Can program and other sources such as conferences and general H&I meetings.
2. Credits each contribution to the appropriate H&I area or other approved source.
3. Upon request and receipt of a self-addressed envelope, issues receipt vouchers to contributors.
4. Regularly deposits monies received, maintains the Committee's bank account, reconciles statements.
5. Issues checks for all authorized expenditures as outlined in Finance Committee procedure.
6. Provides a printed monthly financial statement to the General Committee.
7. Works with the Finance Committee in preparing an annual budget and in resolving any financial concerns or questions.
8. Prepares records for annual tax filing and works with tax preparer to ensure that all required filings are completed and submitted in a timely manner. Retains records of all tax filings.
9. Provides required records when an audit is scheduled.

**LITERATURE CHAIR** — The Literature Chair is appointed by the General Chair with the advice and concurrence of the General Committee.

**Term:** Serves during term of appointing General Chair.

**Qualifications:** It is suggested that the Literature Chair have a minimum of five years of current and continuous sobriety and three years of active committee work in H&I.

**Responsibilities:** Is responsible for the oversight, purchase, storage (as appropriate) and distribution of all H&I literature in compliance with the Literature Policy as stated in this manual.

1. Receives and reviews orders from Area Chairs (or their designee) and Major Institutional Coordinators; reviews such with General Chair when necessary.
2. Tracks order history; maintains records of expenditures by Areas/Major Institutions.
3. Places literature orders with A.A. World Services (AAWS).
4. Monitors cash balance at AAWS and works with Committee Treasurer to ensure accurate and appropriate balances are

- maintained; adheres to determined budget based on current finances.
- 5. Maintains and stores adequate supplies of local publications; distributes as requested to areas and institutions.
- 6. Assists Treasurer and Finance Committee in preparing annual budgets for literature.

**GRAPEVINE CHAIR** — The Grapevine Chair is appointed by the General Chair with the advice and concurrence of the General Committee.

**Term:** Serves during term of appointing General Chair.

**Qualifications:** It is suggested that the Grapevine Chair have a minimum of five years of current and continuous sobriety and one year of active committee work in H&I.

**Responsibilities:** Is responsible for ordering and effective distribution of copies of the A.A. Grapevine in English and La Viña Spanish in compliance with the Literature Policy as stated in this manual.

1. Determines with the Finance Committee how many copies of each edition of the Grapevine can be ordered within the limits of the budget.
2. Conducts regular surveys of each area and major facility to determine the needs of such areas regarding quantities of Grapevines to be distributed.
3. Evaluates distribution of material and arranges redistribution where necessary.
4. Maintains accurate records of all orders and transfers; provides current list on such at Steering Committee meetings.
5. Based on analysis of current usage, assists Finance Committee in determining Grapevine budget for upcoming year
6. Works with A.A. Grapevine Distributing, Inc., to both order the quantities needed and secure the price of the order.

**POLICY CHAIR** — The Policy Chair is appointed by the General Chair with the advice and concurrence of the General Committee.

**Term:** Serves during term of appointing General Chair.

**Qualifications:** It is suggested that the Policy Chair have a minimum of five years of current and continuous sobriety and three years of active committee work in H&I, plus wide-ranging experience in all phases of the Hospital and Institution Committee service.

**Responsibilities:** Is responsible for maintaining master copies of the policies and guidelines for the committee and assisting to ensure that policies and procedures of this committee are understood and followed.

1. Reviews minutes of various meetings for changes or deviation from policy; brings any deviations to the attention of the General Chair.
2. Selects ad hoc committee for the purpose of reviewing current policy and recommending revisions (**Note:** ad hoc committee must be approved by the General Chair).
3. When review of this Policies and Procedures Manual is necessary, will serve on committee for same.

**PUBLIC INFORMATION CHAIR** — The Public Information Chair is appointed by the General Chair with the advice and concurrence of the General Committee.

**Term:** Serves during term of appointing General Chair.

**Qualifications:** It is suggested that the Public Information Chair have a minimum of five years of current and continuous sobriety and three years of active committee work in H&I, plus wide-ranging experience in all phases of the institutional committee service.

**Responsibilities:** With the advice and concurrence of the General Chair, disburses information concerning the Northern California Hospital and Institution Committee to appropriate individuals and agencies.

1. Forms a committee and appoints members to represent this Committee at various Northern California A.A. Service Meetings.
2. In conjunction with the General Chair, maintains an exchange of information with the Northern California General Service Area Chairs, the Area Delegates, the Bridging the Gap Committee, the Pacific Region Trustee and the A.A. General Service Office in New York.
3. Acts as a continuing liaison officer between this Committee and the Hospital and Institution Committees in Nevada and Southern California.
4. Works with the NCCAA Conference Coordinator and H&I Conference Chair to help provide qualified H&I volunteers to participate on panels at their respective conferences.
5. Works with the appropriate Regional and Area Chairs in arranging to have an H&I booth that displays information about H&I activities throughout Northern California. **Note:** Experience has shown that the booth is best staffed by local H&I

volunteers under the supervision of the local Chair.

6. Solicits articles that promote a better understanding of our primary purpose to be published in A.A. news periodicals.
7. Chooses sub-committee members to assist in outreach efforts to areas to enhance committee communication, awareness and understanding.

**AUDIO MEDIA CHAIR** — The Audio Media Chair is appointed by the General Chair with the advice and concurrence of the General Committee.

**Term:** Serves during term of appointing General Chair.

**Qualifications:** It is suggested that the Audio Media Chair have a minimum of five years of current and continuous sobriety and three years of active committee work in H&I. Should have working knowledge of recording and audio equipment

**Responsibilities:** Is responsible for creation and maintenance of all audio records of Committee.

1. Sets up sound system and records all official meetings and panels of the Steering Committee and General Committee.
2. Maintains library of tapes and audio media.
3. Periodically reviews and culls audio inventory, forwards old media to archives.
4. Maintains a current list of available media.

**ARCHIVES CHAIR** — The Archives Chair is appointed by the General Chair with the advice and concurrence of the General Committee.

**Term:** Serves during term of appointing General Chair.

**Qualifications:** It is suggested that the Archives Chair have a minimum of five years of current and continuous sobriety and three years of active committee work in H&I, plus wide-ranging experience in all phases of the Hospital and Institution Committee service.

**Responsibilities:** Is responsible for overall maintenance and gathering of historical documentation for the Committee.

1. Compiles all records based on known facts, serving as a source for knowledge of the past, dealing with chronological order of events or developments.
2. Keeps a perpetual record of H&I Committee history and maintains the archives.
3. Periodically reviews and sorts documents, organizes volunteers to assist in historian duties.
4. Maintains and enters into the pictorial history book pertinent information for all members of the H&I Committee and A.A. as a whole.
5. Is responsible for the well-being of the archives and all material to best serve this committee.
6. Gives updates, make reports and conducts presentations on H&I history to this Committee and conducts presentations to other A.A. committees as requested.

**NCCAA CONFERENCE COORDINATOR** — The NCCAA Conference Coordinator is appointed by the General Chair with the advice and concurrence of the General Committee.

**Term:** Serves during term of appointing General Chair.

**Qualifications:** It is suggested that the NCCAA Conference Coordinator have a minimum of three years current and continuous sobriety and one year of active committee work in H&I.

**Responsibilities:** Coordinates all activities between the Northern California Council of Alcoholics Anonymous and this committee.

1. Attends all NCCAA Steering Committee meetings and assists in the planning and scheduling of all H&I participation at NCCAA Conferences.
2. Works with the Public Information Chair in presenting the H&I Committee in the most favorable manner at all NCCAA Conferences.
3. Contacts local Area Chairs to provide volunteers to staff H&I literature table

**PUBLISHER** — The Publisher is appointed by the General Chair with the advice and concurrence of the General Committee.

**Term:** In consideration of the special technical abilities required to fulfill the duties of this office while acknowledging the spirit of rotation, the term shall be limited only by the recommendation of the General Chair and the General Committee.

**Qualifications:** It is suggested that the Publisher have a minimum of three years current and continuous sobriety, one year of active committee work in H&I, and wide-ranging experience in all phases of Hospital and Institution Committee service. In addition, the Publisher must have a working knowledge of electronic communications and desktop publishing as well as

access to the equipment required to perform the duties of the office.

**Responsibilities:** Under the direction of the General Chair, works closely with the General Committee Secretary and other contributors to create, publish, and distribute copies of informational material to members of the General Committee.

1. Establishes copy deadlines, dictated by time constraints of production and delivery.
2. Edits all submitted copy for spelling and grammar, deleting extraneous matter and rewriting where necessary to meet space requirements. **NOTE:** Every attempt should be made to maintain the original intent of the speaker.
3. Maintains the complete address / email list used for distribution of the newsletter. Makes this list available for corrections at Steering Committee Meetings. **NOTE:** This list is shared regularly with the Treasurer and Grapevine Distributor to keep contact information up-to-date.
4. Distributes the Newsletter three times a year to be received by one to two weeks before the next Steering Committee meeting.
5. Explores and presents alternate means of communication to include all who wish to participate.

**WEBSITE CHAIR** — The Website Chair is appointed by the General Chair with the advice and concurrence of the General Committee.

**Term:** Serves during the term of the General Chair.

**Qualifications:** It is suggested that the Website Chair have a minimum of three years current and continuous sobriety, one year of active committee work in H&I, and a wide-ranging experience in all phases of Hospital and Institution Committee service. In addition, the Website Chair must have a working knowledge of electronic communications, website building and maintenance and internet publishing.

**Responsibilities:** Under the guidance of the General Chair and the H&I General Committee operates the [www.handinorcal.org](http://www.handinorcal.org) website in order to improve communication and support the activities of the Northern California Hospital and Institution Committee.

1. Monitors and maintains the website, ensuring its availability and security.
2. Maintains website usage statistics and reports at the Steering and General Committee Meetings.
3. Updates content in a timely manner.
4. Recommends and adds new content as appropriate.
5. Arranges to display website so that those without regular access to a computer can view the website.
6. Ensures proper backups and proper disaster recovery methods.

**MAJOR FACILITY COORDINATOR** — The Major Facility Coordinator is selected by the General Chair with the advice of the Major Facilities Chair, and the Regional and Area Chairs serving that facility. A Major Facility is defined as any facility where activities may affect facilities or activities in other areas or the committee as a whole; ANY State or Federal institution is usually considered to be a Major Facility.

**Term:** Two years (may succeed self once).

**Qualifications:** It is suggested that the coordinator have three years of current and continuous sobriety, including one year of committee activity; where feasible, previous experience as a volunteer in the facility is desired.

**Responsibilities:** Is the overall coordinator of all H&I activities taking place in that major facility (note: may concurrently serve as a Meeting Volunteer in the facility).

1. Is ultimately responsible to the General Chair for all volunteers who go into the facility and for each meeting being properly and adequately covered.
2. Where applicable, appoints and oversees Meeting Coordinators who coordinate the volunteers for a particular meeting.
3. Acts as primary contact with the institution.
4. Where/when necessary, conducts Individual Orientations to train new volunteers to fill open positions.
5. Maintains Facility Schedule Forms (rosters) for all meetings, filling openings and replacing volunteers as needed.
6. Regularly provides up-to-date Facility Schedule Forms (rosters) to each volunteer, to the General Chair, and to the appropriate inside staff members.
7. Informs General Chair of any problems - real or potential - in a timely fashion.
8. For correctional and other applicable facilities, orchestrates clearances for volunteers, providing clearance procedures and forms as required and resolving difficulties.
9. Ensures that adequate H&I literature is available for all meetings.
10. In conjunction with the Major Facilities Chair, maintains close communication with Warden, Associate Wardens, Community Resource/Partnership Managers and inside partners.

**MAJOR FACILITIES CHAIR** — the Major Facilities Chair is appointed by the General Chair with the advice and concurrence of the General Committee.

**Term:** Serves during term of appointing General Chair.

**Qualifications:** It is suggested that the Major Facilities Chair have a minimum of five years of current and continuous sobriety and prior experience as a Major Facility Coordinator

**Responsibilities:** Oversees, mentors and assists Major Facilities Coordinators. With the General Chair and Public Information Chair, establishes and maintains best possible relations with correctional professionals of major facilities in Northern California.

1. Assists General Chair in appointing Major Facility Coordinators. Serves in support and advisory capacity to Major Facility Coordinators; helps to ensure continuity between outgoing and incoming Coordinators. Assists Major Facilities Coordinators in resolving any problems which may arise.
2. Maintains master list of H&I meetings at all Major Facilities and contact information for inside personal.
3. Works to ensure that key personnel of Major Correctional Facilities in northern California are informed about our committee and when appropriate liaises with PI-CPC and Bridging the Gap committees to that end.
4. Meets with Wardens and Staff of Major Facilities in Northern California to establish good relations and to present our services, explaining both AA and our committee's singleness of purpose.
5. Prepares, maintains and distributes informational packets specifically regarding NorCal H&I services to key personnel of Major Correctional Facilities.
6. Ensures that introductory literature is made available to the Training Academy in Galt and satellite locations to introduce H&I to new recruits and corrections officers.
7. Serves as VATF (Volunteer Advisory Task Force) liaison, channels information back and forth.
8. Keeps abreast of trends within the CDCR (California Dept. of Corrections and Rehabilitation), monitors website, reports on developments to H&I committee.

**REGIONAL CHAIR** - The Regional Chair is elected by the Area Chairs within a given region and functions as the elected representative of the areas to the Steering and General Committees.

**Term:** Two years (may succeed themselves once).

**Qualifications:** It is suggested that the Regional Chair have a minimum of five years of current and continuous sobriety and three years of active committee work in H&I and have full understanding of the responsibilities of all assignments at the area level.

**Responsibilities:**

1. Attends regular committee meetings of all areas in the region; brings General Committee issues of concern or interest to areas for their consideration.
2. Acts as a filter for problems and policy matters arising within the region.
3. Works closely with the Area Chairs and the General Chair to assure communications at all levels.
4. Handles limited public relations.
5. Acts in an advisory capacity to the Area Chairs.
6. Assists the Facility Coordinators of the major institutions in the completion of *Facility Schedule Forms*.
7. With the agreement of the Area Chairs, may initiate periodic or occasional Regional meetings to facilitate communication and cooperation among Areas within the Region.

**FINANCE COMMITTEE CHAIR** — The Finance Committee Chair is selected by the process outlined in the Finance Committee Procedures section of this booklet.

**Term:** One year.

**Qualifications:** It is suggested that the Finance Committee Chair have a minimum of five years continuous sobriety and three years of active committee work in H&I; it is also suggested to have some knowledge of financial and/or accounting procedures.

**Responsibilities:** Monitors all financial matters affecting the general welfare of this committee.

1. Works closely with the Treasurer, providing assistance where necessary.
2. Is responsible to the General Committee for all Finance Committee activities and keeps the General Chair informed on the current status of the Finance Committee's progress.
3. Meets periodically with other members of the Finance Committee for the purpose of reviewing the budget, financial priorities, and any new expenditures which might be forthcoming.
4. Directs the Finance Committee in the yearly preparation of the new budget and arranges the annual financial audit.
5. Updates annual Pink Can letter by the first General Committee meeting of the year.

# **POLICIES AND PROCEDURES**

## **RECALL**

Any H&I Committee member who accepts a position of responsibility ought to consider his or her job very seriously. When we are lax or neglect our responsibilities, the confined alcoholic ultimately suffers and we may have failed in our primary purpose. If for these or other serious reasons it is warranted, the committee member may be asked to step aside or be recalled for cause and replaced.

## **ELECTING THE GENERAL CHAIR**

A notice that an election of the General Chair is to be held will be mailed to all Area Chairs and to all members of the Steering Committee at least two weeks prior to the election.

All members of the General Committee are eligible to serve as the General Chair, provided they meet the qualifications as listed in the position description listed in this manual.

The General Chair is elected by the Third Legacy Procedure as follows:

1. The Secretary reads aloud all items in the position description for the General Chair as listed in this manual.
2. The Secretary calls the roll from the sign-in sheet. Members present will respond as “available” or “not available”.
3. The full names of all members present who responded as “available” are posted on the blackboard.
4. Nominations from the floor of members not present, but who have indicated their availability in writing, are added to those posted on the blackboard.
5. All candidates are given the opportunity to explain their qualifications for the position.
6. Each member present who is currently engaged in our single purpose of carrying the message to those confined has one vote. In no case will a proxy vote be accepted.
7. After all the candidates’ names are posted, ballots are distributed and the election proceeds in accordance with the procedures as explained in the A.A. Service Manual.

## **CONFIRMING STEERING COMMITTEE CHAIRS**

1. Newly elected General Chair submits list of appointees for Steering Committee Chairs to the General Committee meeting following his/her election.
2. Candidates are approved by a simple majority vote of the General Committee.
3. With the exception of the Major Institution Coordinators, the Finance Committee Chair and the Regional Chairs, Steering Committee Chairs serve for the term of the General Chair who appointed them.

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## **CONTRIBUTION COLLECTION PROCEDURES**

1. All H&I contributions are to be mailed to the post office box in San Francisco.
2. The Post Office forwards all mail weekly to an address designated by the committee Treasurer upon assumption of office.
3. The fee for the forwarding service is paid annually by the Treasurer.
4. All funds are deposited within a week of receipt into the committee’s checking account.
5. Checks for documented expenses are written and signed by the Treasurer and mailed with envelopes to the Finance Committee Chair or other authorized signatory for co-signing.
6. The Finance Committee Chair co-signs and mails the checks immediately.

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## **EXPENSE POLICY**

Note: see travel expense reimbursement policy and literature policy for procedures related to those expenses.

All expenses incurred by authorized members of the NorCal H&I Committee shall be for the sole purpose of carrying the message of A.A. to the alcoholic who is confined. All expenses should fall within the category budget limits as approved by the General Committee for the current year; purchases which will cause expenses to exceed the annual budgeted category limit must be approved according to the expense authorization methods listed below. Purchases or expenses which fall outside the

General Committee approved budget, and which are in excess of \$2000 annually, must be approved by the Steering Committee.

**Authorization (excluding printing)**

1. Expenditures up to \$200 may be made by the appropriate Steering Committee members at their discretion.
2. Expenditures between \$200 and \$500 may be made by a Committee Chair with the General Chair’s approval prior to placing an order.
3. Expenditures over \$500 must be approved by the General Chair and the Finance Committee Chair prior to placing an order.
4. Approvals may be obtained by email communication, provided a record of the communication is kept to be turned in with the expense report.
5. **Printing exception:** all orders for printing may be placed by the Publisher with the agreement of the General Chair; no purchase order will be required.

**Purchase Orders**

1. Purchase orders must be prepared for all orders over \$200
2. For purchases \$200-\$500, the name of the General Chair and the date the purchase was approved must be noted
3. For purchases over \$500, the name of the General Chair and the Finance Chair with the approval dates must be noted

**Expense Reports**

1. Expense reports must be submitted within thirty (30) days of receipt of order
2. All items must be accompanied by third party documentation, usually receipts
3. For ongoing items not accompanied by a receipt, a copy of the original purchase order must be attached.

**Payments**

Payments for all properly documented expenses will be made within two weeks of receipt by Treasurer of expense report.



## **TRAVEL EXPENSE REIMBURSEMENT POLICY**

In order to allow all AA members, regardless of financial ability, to participate in the *business* of the NorCal H&I Committee and consistent with our current policy of reimbursement for out of pocket expenses incurred in the performance of the business of the Committee, the Committee shall make available reimbursement for travel for H&I Officers and standing Chairs to conduct the *business* of the Committee. No member shall be reimbursed for their Twelfth Step service of carrying the message into facilities where the alcoholic is confined.

**PROCEDURE**

Within the guidelines of the Finance Committee reimbursement policy adopted 2011, expense reports can be submitted within thirty (30) days and must be accompanied by third party documentation, such as an online mapping record. Submission of expense reports is voluntary and neither the Finance Committee nor the Treasurer will track the receipt of travel expense reports from members beyond what is required for responsible fiscal policy.

If the Prudent Reserve falls below the recommended level, or payment of a mileage reimbursement would place the Prudent Reserve below the recommended level, the mileage reimbursement policy would be suspended until the Prudent Reserve reaches the recommended level + \$250. If a mileage reimbursement request is not paid as a result of the Prudent Reserve not being at the recommended level, the request may be resubmitted at a later date when the Prudent Reserve has reached a balance that will allow for reimbursement. If the Prudent Reserve is below its recommended level at the end of the fiscal year, all pending travel reimbursements for that year will be forfeited.

**GUIDELINES:**

**1. Mileage and Tolls**

The Committee will reimburse mileage at the rate of \$.15 per mile (27.3% of the IRS deductible rate of \$.55 per mile). Bridge and other road tolls will be reimbursed. The Finance Committee will review IRS rates annually by August 31<sup>st</sup> to determine rates for the upcoming year.

## 2. Lodging

If travel is greater than 125 miles or two (2) hours travel time one way, the Committee will reimburse up to \$75 per night for lodging.

## 3. Coverage:

- Travel to Steering Committee meetings – all Steering Committee officers
- Travel to General Committee meetings – all Steering Committee officers
- Travel to sub-committee meetings – all appropriate officers
- Travel to local Area Committee meetings – Regional Chairs
- Travel to liaison committee meetings – appropriate chairs or their designates
- Travel in the furtherance of informal relations with other A.A. committees will not be automatically eligible for reimbursement but can be assessed by the Finance Committee in light of the availability of funds and voted on by the Steering Committee.

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# FINANCE COMMITTEE

**FINANCE COMMITTEE PURPOSE** - The Finance Committee serves to oversee all financial matters of the General Committee. It works in conjunction with the General Chair, the Treasurer and General Committee members to:

1. Prepare an annual budget and monitor adherence to its contents during the fiscal year.
2. Assist in identifying and analyzing problem areas and trends for the General Committee members.
3. Monitor general fiscal performance on an ongoing basis.

## FINANCE COMMITTEE STRUCTURE

1. The Finance Committee shall consist of three members elected at-large by the General Committee.
2. Members who declare themselves available to serve should have at least the qualifications listed under the position of the Finance Committee Chair.
3. Elections for new members of the Finance Committee will be held at the summer meeting of the General Committee and are conducted using the same procedure as elections for the General Chair.
4. The term for a newly elected member of the Finance Committee shall be three years from the beginning of the fiscal year (December 1<sup>st</sup>) immediately following the election.
5. It is expected that each elected member will serve the third year of his term as Chair of the Finance Committee.
6. If a vacancy occurs in the Finance Committee, the General Chair may choose to leave the position vacant or appoint a member to serve until the next scheduled election.
7. If more than one member of the Finance Committee is to be selected, the first will be elected for a three year term, the second for a two year term, etc.

## FINANCE COMMITTEE PROCEDURES

1. An annual meeting will be held as soon as the General Treasurer submits the July financial statement. The outgoing Finance Committee Chair will notify the General Chair, the Treasurer, and the other Finance Committee members the date, time and place of the meeting. The outgoing Finance Chair will lead the meeting to accomplish the following:
  - Prepare a budget for the coming fiscal year to be presented to the Steering Committee at the meeting prior to the last General Committee meeting of the fiscal year.
  - Make arrangements to have the financial record audited.
  - Provide copies of all Finance Committee minutes and reports to the new member(s).

Minutes of the meeting will be kept and copies sent to the General Chair, the Treasurer, and all others who attend the meeting.

2. After the proposed budget has been approved by the Steering Committee and the General Committee, the Finance Committee will check subsequent financial statements for errors and inconsistencies with the budget and attempt to discern any potential fiscal problems.
3. The Finance Committee Chair will review monthly financial reports with the Treasurer to accomplish the following:
  - Determine the source and cause of deviations from budgeted expenses.

- Prepare a comprehensive financial report to be made at all Steering Committee and General Committee meetings.
  - Identify potential problem areas and solutions.
4. The Finance Committee will monitor the purchase of any new equipment in accordance with the Purchasing Policy.
  5. The Finance Committee will maintain an inventory of the location of all equipment (recorders, computers, typewriters, etc.) belonging to the General Committee. These records will be updated no later than the last General Committee meeting of the year and will be reviewed at the Finance Committee's annual meeting.

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## LITERATURE POLICY

Effective June 13, 2010

### FUNDING

As with all expenses of this committee, our Literature is entirely funded by collections in accordance with the guidelines on p.3 of Section One of this manual.

### ELIGIBLE LITERATURE

Literature purchased by this committee shall be A.A. General Service Conference Approved and published by A.A. World Services. Meeting directories from various areas in Northern California and a variety of pocket-sized cards containing excerpts from the approved literature or from the Big Book may also be ordered. AA Grapevines and La Viña will be ordered directly through the A.A. Grapevine, Inc.

### DISBURSEMENT

As stated on p.1 of this manual, "our only purpose is to carry the message of Alcoholics Anonymous to the Alcoholic *who is confined.*" Areas must adhere to this procedure so we can control the cost of Literature purchased by the Northern California Hospital and Institution Committee.

Literature purchased by this committee is for the use of the committee volunteers who bring meetings to the alcoholic who is confined; it is not to be given away to the facilities themselves; however, certain exceptions as approved by the General Chair may be made for H&I designated facilities into which we are unable to carry meetings. Additionally, no literature purchased by this committee, including Grapevines and La Viñas, is to be given to any persons other than the alcoholic who is confined.

### STOCKPILING

All personnel involved in the ordering and distribution of literature in the Northern California Hospital and Institution Committee must be conscious of the cost of unnecessary stockpiling of literature. Unnecessary stockpiling increases the operating expenses of this committee and diminishes its effectiveness. Under most circumstances Area or Major Facility Chairs should not have a stockpile larger than their last month's total order. Exceptions can be approved by the H&I Literature Chair.

### RESPONSIBILITIES

#### Area Chair:

Maintain adequate supplies of AA World Services literature, local publications and Grapevines/La Viñas without stockpiling. Stockpiling is defined as a supply larger than the last month's total order. Area Chairs should encourage members to return excess inventory, especially past dated Grapevines/La Viñas, to area meetings for recycling to other facilities.

#### Major Facility Coordinator:

Some institutions have restrictions on the materials that can be brought in to the inmates or wards, such as stapled items or hard cover books. Know the restrictions and always obey the rules of the institution. When in doubt, verify with the institution's inside contact or sponsor. When possible, ask the inmate secretary or literature Chair what literature they need. Remember storage space is usually limited. If books can be placed in the prison library, check the inventory at periodic intervals and replace literature as needed. Keep in mind some institutions have a budget for literature.

### **Literature Chair:**

Consolidate and keep records of costs for each area. Forward AA World Services orders to New York. Forward local publications to Areas. Maintain an adequate supply of local publications.

### **Grapevine Chair:**

Consolidate and keep records of costs for each area. Forward Grapevine and La Viña orders to Grapevine, Inc.

### **Regional Chair:**

Assist areas in the ordering and distribution of all publications. Oversee the procedures used in each area.

### **Treasurer:**

Furnish the Literature Chair and the Grapevine Chair the estimated dollar amount available for expense each month.

## **ORDERING**

### **Area to Literature Chair / Grapevine Chair:**

The Area Chair or Literature Chair, with the assistance of facility coordinators and inside contacts, must determine the literature and Grapevine/La Viña needs for each facility in the area. Literature should be ordered in an ample quantity to assist in the H&I meetings, but should not be hoarded or stockpiled excessively (see Stockpiling) or given to persons other than the confined alcoholic. The Literature needs should be consolidated at the area level and an order placed with the Literature Chair and/or Grapevine Chair.

The area will receive the shipment of AA World Services Literature and/or Grapevines directly from New York. Local publications and forms will be sent by the Literature Chair. When the order is received ALL literature and magazines must be stamped with the information that the literature is donated by the Hospital and Institution Committee of Northern California. Area Chairs should keep an inventory of all literature on hand that has not been issued to a facility. The Area Chair may appoint a Literature Chair for his/her Area to actually handle the literature in the Area.

### **Major Facility Coordinator to Literature Chair / Grapevine Chair:**

Orders for AAWS literature, local publications and Grapevines/La Viñas are submitted by the Major Facility Coordinator the same way Area Chairs submit their order.

### **Literature Chair to AA World Services:**

The Literature Chair with input from the Treasurer will determine the amount of money available monthly. Upon receipt of orders from Area Chairs, Literature Chair or Major Facility Coordinator for AAWS Literature, the Literature Chair will review orders for correct ordering procedures. The orders will then be given to AA World Services for processing and shipment of orders. Literature Chair will process and ship local publications directly to the areas. The Literature Chair will keep a record of orders and the estimated cost for each area. The accumulated cost will not be in excess of the amount furnished by the Treasurer.

### **Grapevine Chair to Grapevine Inc:**

The Grapevine Chair, with input from the Treasurer will determine the amount of money available. Upon requests from Area Chair, Area Grapevine Chair or Major Facilities Coordinator for Grapevine and La Viña magazines, the Grapevine Chair will review orders for correct ordering procedures. The orders will then be sent to Grapevine, Inc for processing and shipment of orders. The Grapevine Chair will keep a record of orders and the estimated cost for each area. The accumulated cost will not be in excess of the amount furnished by the Treasurer.

## INTERNET POLICY

**CONTENT:** All content shall conform to A.A.'s Twelve Traditions, Twelve Concepts and any applicable guidelines published by the General Service Office in New York. The website will display information on business meetings; H&I related events and generalized information on volunteer openings for qualified members. No advertisements of any kind will be approved. The website will link only to sites published by other A.A. Service Entities and the General Service Office. It is our objective to cooperate, but not affiliate, with other A.A. related entities and groups. To promote the unity so necessary to our Fellowship, we strive to achieve website accessibility for ADA, visually impaired, and Spanish speaking members wherever possible.

**ANONYMITY:** As anonymity is the spiritual foundation of all our Traditions, an anonymous method must be maintained to facilitate questions, comments or suggestions from H&I and any A.A member and from the facilities we serve. An A.A. website is a public medium that has the potential for reaching the broadest possible audience, and therefore requires the same safeguards that we use at the level of press, radio, film, and other media. No individual's full name or telephone number will be displayed.

**COSTS:** All website costs will be paid by the H&I Treasurer in compliance with our Expense Policy.

**COPYRIGHTS:** We abide by the A.A. General Service Office guidelines on copyright protection when quoting from A.A. World Service or Grapevine literature.

### WEBSITE REGISTRATION

- A. The website shall be registered with the Web Registrar using the Domain Name [www.handinorcal.org](http://www.handinorcal.org), in the name of the Northern California Hospital and Institution Committee of Alcoholics Anonymous.
- B. The owner of the Domain Name will be registered as "Chair of Northern California Hospital and Institution Committee of Alcoholics Anonymous" using the PO Box address.
- C. The billing contact will be "Treasurer of Northern California Hospital and Institution Committee of Alcoholics Anonymous" using the PO Box address.
- D. The technical contact will be the website's Internet Service and Hosting Provider.
- E. The administrative contact will be the "Website Committee Chair of Northern California Hospital and Institution Committee of Alcoholics Anonymous".



## PROCEDURE FOR STARTING MEETINGS IN MAJOR FACILITIES

A Major Facility is defined as any facility where activities may affect facilities or activities in other areas or the committee as a whole; ANY State or Federal institution is usually considered to be a Major Facility. As stated in our Purpose, the first prerequisite to starting a new H&I meeting is an invitation from the facility. An invitation to start an A.A. meeting should not be accepted until it has been considered and evaluated by all parties involved with the concurrence of the Steering Committee

Among the questions to consider:

1. Will the A.A. meeting be one where the only purpose is for H&I members to carry the message of A.A. to alcoholics who are confined?
2. Has the host facility committed itself to providing adequate space and, if required, supervision?
3. Can the Committee support the meeting with a Major Facility Coordinator and sufficient meeting volunteers?

If it is the consensus of the Committee that the proposed meeting can be supported and maintained, the following steps should be taken:

1. A Major Facility Coordinator is appointed by the General Chair with the advice of the Major Facilities Chair and concurrence of the General Committee.
2. The Major Facility Coordinator visits the facility and coordinates the time, date and place of the meetings.
3. The meeting volunteers are selected.
4. The Major Facility Coordinator completes a facility schedule form (roster) and provides a copy to each Meeting Volunteer, the Facility Sponsor, the Major Facilities Chair, and the General Chair.

Due to the different types of facilities the NorCal H&I Committee serves, it is not possible to outline uniform procedures for conducting all meetings. It is suggested that the following points be utilized when practical:

1. In those facilities where the inside members will be confined for long periods, they should be informed about the advantages of electing a Steering Committee from among their own members, and how best to hold their own meetings

when circumstances prohibit the outside members from entering the facility.

2. Only insiders who are members of Alcoholics Anonymous as defined by our Third Tradition should hold positions of responsibility on an Inside Meeting Steering Committee, and those positions should be rotated on a regular basis.
3. Generally, the H&I Meeting Volunteers can assist in conducting a productive A.A. meeting for the following reasons:
  - a. They are familiar with the provisions of this Policy
  - b. They are familiar with the approved A.A. literature and what is available for distribution.
  - c. They are more easily able to resolve problems in coordination with the Facility Staff
  - d. They can impartially promote unity among the inside members.
  - e. They can share their sober experience as members on the outside.

## **RELATIONSHIP TO THE HOSPITAL AND INSTITUTION CONFERENCE**

The Hospital and Institution Committee of Northern California affirms that the H&I Conference is an autonomous and self-supporting entity functioning in cooperation with this Committee. In 1972 our Committee provided \$500 in seed funds to assist in establishing the first H&I Conference; the loan was fully repaid and since that time our policy has been that **NO MONIES FROM THE PINK CANS ARE USED FOR CONFERENCE EXPENSES.**

The purpose of the annual Hospital and Institution Conference of Northern California is threefold:

1. To improve mutual understanding and cooperation between A.A. and non-alcoholic professionals in an effort to help the confined alcoholic.
2. To improve understanding and cooperation between institutions and A.A. through workshops, panels, and general discussion.
3. To be “friendly with our friends” and, in so doing, enjoy the following results:
  - a. It helps us stay sober.
  - b. It often attracts alcoholics to A.A.
  - c. It helps non-alcoholics gain an understanding of and respect for our Fellowship.

We recognize that it is our responsibility to support this Conference both as a Committee and as individual members of Alcoholics Anonymous. Many of the members who serve on the Conference Committee are also members of this Committee. It is also our responsibility to provide advice, experience, and constructive criticism when requested by the Conference Committee.

## **CHANGES TO POLICIES AND PROCEDURES**

Amendments, deletions or additions to policies or procedures of this committee must be submitted in writing to the General Secretary at least two months prior to a General Committee Meeting.

The proposal which has been submitted will be listed as an item of new business for the next Steering Committee meeting agenda. A copy of the proposal will be distributed with the agenda.

The proposal will be reviewed by the Steering Committee. No amendment will be made to the proposal, but if an amendment is considered beneficial, a motion to recommend the amendment to the General Committee must be voted on.

Once the proposal has been reviewed by the Steering Committee, it will be listed as an item of new business for the next General Committee meeting. A copy of the proposal, along with any recommendations of the Steering Committee, will be distributed with the agenda.

At the General Committee meeting a motion to approve the proposal will be made and seconded. The General Secretary will read the recommendations of the Steering Committee. Motions to amend the proposal will be acted upon at this time. Once the proposal is approved by the General Committee by a simple majority, it no longer may be amended.

The proposal will be listed as an item of old business on the agenda for the next General Committee meeting. A copy of the proposal, as amended, will be distributed with the agenda.

At this General Committee meeting the proposal will be submitted to a second vote. It must pass by at least two-thirds majority

(substantial unanimity).

Proposals to amend, to delete or to add to the Policies and Procedures that have been properly approved by the General Committee will be made a part of the minutes of the second General Meeting. Changes will be printed when it becomes necessary to replenish the supply of manuals.

## **STANDARD H&I COMMITTEE FORMS**

**Included are examples of the following H&I Forms:**

- **H&I Form #1 – Meeting Volunteer Roster.** This form is to be used as a current roster of volunteers to report all pertinent data on each facility served to the Area Chair and General Chair. Two samples are given.
- **H&I Form #2 – Area Roster Summary.** This form is to be used by the Area Chairs to periodically provide basic information to the General Chair and appropriate Regional Chairs on those facilities served by the Area Committee. Information from this form will be used to compile the annual Pink Can letter.
- **H&I Form #2 – Major Facility Summary.** This form has the same purpose as the above, but is reformatted as appropriate for the Major Facility Coordinator to complete.
- **H&I Expense Report** – This form is used by authorized committee members to report reimbursable expenses per our Purchasing Policy and our Travel Expense Reimbursement Policy.
- **H&I Literature Order Form** – This form is by the Major Facilities Coordinators and the Area Chairs (or designated Area Literature Chairs) to place literature orders.
- **Sample Meeting Formats** – These are suggested meeting formats for AA meetings taken into the facilities we serve: one for meetings in short-term stay facilities and one for long-term stay facilities.



Northern California Hospital and Institution Committee  
**H&I FORM 1, v2 - MEETING VOLUNTEER ROSTER**

REGION # \_\_\_\_\_ REGIONAL CHAIR: \_\_\_\_\_ AREA# \_\_\_\_\_ AREA CHAIR: \_\_\_\_\_ Date \_\_\_\_\_

**FACILITY NAME/UNIT:**

Meeting description (gender/format/est # attendees, etc):

Address:

Meeting day/time:

Inside Contact Name:

Phone:

Email:

Clearance Contact Name:

Phone:

Email:

H&I Meeting Coordinator	Clearance exp.	CONTACT PHONES	EMAIL

1 <sup>st</sup> WEEK VOLUNTEER TEAM	Clearance exp.	CONTACT PHONES	EMAIL

2 <sup>nd</sup> WEEK VOLUNTEER TEAM	Clearance Exp	CONTACT PHONES	EMAIL

3 <sup>rd</sup> WEEK VOLUNTEER TEAM	Clearance Exp	CONTACT PHONES	EMAIL

4 <sup>th</sup> WEEK VOLUNTEER TEAM	Clearance Exp	CONTACT PHONES	EMAIL

5 <sup>th</sup> WEEK VOLUNTEER TEAM	Clearance Exp	CONTACT PHONES	EMAIL

ALTERNATES	Clearance Exp	PHONES	EMAIL

**NORTHERN CALIFORNIA HOSPITAL AND INSTITUTION COMMITTEE**

PO Box 192490 San Francisco CA 94119-2490 [www.handinorcal.org](http://www.handinorcal.org)

**H&I FORM 2 – AREA ROSTER SUMMARY**

**AREA NAME & #:**

**Recap - Total # of Weekly Area Meetings listed below:**

**Area Chair & contact info:**

**Regional Chair & contact Info:**

**IF THERE IS MORE THAN ONE WEEKLY MEETING AT A SINGLE FACILITY, PLEASE LIST EACH ONE AS A SEPARATE MEETING**

	<b>Facility Name and Address</b>	<b>Facility type &amp; brief meeting description</b>	<b>Day &amp; Time</b>	<b># of volunteers</b>	<b>Average # of attendees</b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

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**H&I FORM 2 – MAJOR FACILITY SUMMARY**

<b><u>FACILITY NAME:</u></b>					
Facility Address:					
H&I Coordinator name & contact info:					
<b>Total # of Weekly Facility Meetings listed below =</b>					
<b>PLEASE LIST EACH WEEKLY MEETING WHICH OCCURS AT YOUR FACILITY</b>					
	Meeting designator (pod, yard, etc.)	brief meeting description (gender, format etc.)	Day & Time	# of volunteers	Average # of attendees
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

# NORCAL H&I COMMITTEE

## EXPENSE REIMBURSEMENT REQUEST

### Volunteer Information

Name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

### SECTION I – PURCHASES

Date	Account	Description	Unit Cost	# units	TOTAL
					\$
					\$
					\$
					\$
Purchases Total					\$

### SECTION II - MILEAGE, TOLLS AND LODGING

#### MILEAGE

Date	Description	# Miles	Rate	Total
			X \$.15	\$
			X \$.15	\$
			X \$.15	\$
			X \$.15	\$
			X \$.15	\$
			X \$.15	\$
Mileage Total				\$

#### TOLLS

Date	Description			Total
		n/a	n/a	\$
		n/a	n/a	\$
		n/a	n/a	\$
		n/a	n/a	\$
Toll Total				\$

#### LODGING (250 miles or 4 hours; maximum \$75/night)

Date	Description	Rate/night	# nights	Total
				\$
				\$
				\$
				\$
Lodging Total				\$
<b>GRAND TOTAL</b>				<b>\$</b>

Please attach documentation for all expenses and remit form to current Treasurer by email or mail to:  
[www.handinorcal.org](http://www.handinorcal.org) P.O. BOX 192490, San Francisco, CA 94119-2490

Signature & date: \_\_\_\_\_  
 Approved by: \_\_\_\_\_  
 Check # & date sent: \_\_\_\_\_

## H&I LITERATURE ORDER FORM (English) – Revised April, 2013

See General Roster for contact information for current Literature Chair or contact through  
[www.handinorcal.org](http://www.handinorcal.org)

<i>Facility Name(s):</i>		
<i>Area or Literature Chair:</i>		
<i>Telephone:</i>		
<i>Email address:</i>		
<i>Date of Request:</i>		
<i>Ship to:</i>		
<b>BOOKS</b>		
ITEM #	Case /	Title
B-1		ALCOHOLICS ANONYMOUS (HARD COVER) 20/CASE
B-16		ALCOHOLICS ANONYMOUS (LARGE PRINT) 10/CASE
B-30		ALCOHOLICS ANONYMOUS (SOFT COVER) 20/CASE
B-35		ALCOHOLICS ANONYMOUS (POCKET EDITION) 40/CASE
B-2		12x12 (HARD COVER) 20/CASE
B-14		12x12 LARGE PRINT (SOFT COVER) 20/CASE
B-15		12x12 (SOFT COVER) 20/CASE
B-17		12x12 (POCKET EDITION) 40/CASE
B-6		CAME TO BELIEVE 50/CASE
B-26		CAME TO BELIEVE (LARGE PRINT) 20/CASE
B-7		LIVING SOBER 50/CASE
B-25		LIVING SOBER (LARGE PRINT) 20/CASE
B-5		AS BILL SEES IT (HARD COVER) 20/CASE
B-18		AS BILL SEES IT (SOFT COVER) 20/CASE
B-27		AS BILL SEES IT (LARGE PRINT)
B-12		DAILY REFLECTIONS 40/CASE
B-19		DAILY REFLECTIONS (LARGE PRINT) 20/CASE
B-20		EXPERIENCE, STRENGTH & HOPE STORIES
B-13		A. A. IN PRISON INMATE TO INMATE 20/CASE
<b>PAMPHLETS (250 PER CASE/20 PER PACKET)</b>		
P-0		20 QUESTIONS
P-1		THIS IS A.A.
P-2		44 QUESTIONS
P-3		IS A.A. FOR YOU?
P-36		IS A.A. FOR ME?
P-55		TWELVE STEPS ILLUSTRATED
P-4		YOUNG PEOPLE AND A.A.
P-5		A.A. FOR THE WOMAN
P-51		A.A. FOR THE BLACK AND AFRICAN AMERICAN ALCOHOLIC
P-22		A.A. FOR THE OLDER ALCOHOLIC-NEVER TOO LATE

P-9		MEMO TO AN INMATE WHO MAY BE ALCOHOLIC
P-33		IT SURE BEATS SITTING IN A CELL
P-11		THE A.A. MEMBER-MEDICATIONS & OTHER DRUGS
P-12		THE JACK ALEXANDER ARTICLE ABOUT A.A.
P-13		DO YOU THINK YOU'RE DIFFERENT?
P-15		QUESTIONS & ANSWERS ON SPONSORSHIP
P-30		IS THERE AN ALCOHOLIC IN YOUR LIFE?
P-21		A.A. FOR THE NATIVE NORTH AMERICAN
P-50		A.A. AND THE ARMED SERVICES
P-35		PROBLEMS OTHER THAN ALCOHOL
P-38		WHAT HAPPENED TO JOE
P-39		IT HAPPENED TO ALICE
P-37		TOO YOUNG?
P-24		A NEWCOMER ASKS
P-32		A.A. AND THE GAY/LESBIAN ALCOHOLIC
P-26		A.A. IN CORRECTIONAL FACILITIES
P-27		A.A. IN TREATMENT FACILITIES
F-4		WHERE DO I GO FROM HERE?
F-25		CENTRAL SERVICE OFFICES, INTERGROUPS
P-20		A MESSAGE TO CORRECTIONAL PROFESSIONALS
P-41		A MEMBER'S EYE VIEW OF ALCOHOLICS ANONYMOUS
P-42		A BRIEF GUIDE TO ALCOHOLICS ANONYMOUS
F-1		A.A. AT A GLANCE
F-5		CARRYING THE MESSAGE INTO CORRECTIONAL FACILITIES
F-2		INFORMATION ON A.A.
P-47		UNDERSTANDING ANONYMITY
P-10		HOW IT WORKS
P-14		LETTER TO A WOMAN ALCOHOLIC
P-16		THE A.A. GROUP
P-18		INSIDE A.A.
P-31		A.A. IN YOUR COMMUNITY
P-49		BRIDGING THE GAP
P-43		12 TRADITIONS ILLUSTRATED
P-52		THE A.A. GRAPEVINE AND LA VINA
F-8		PROBLEMS OTHER THAN ALCOHOL
F-9		MESSAGE TO TEENAGERS
F-26		CORRECTIONS CORRESPONDENCE
M-19		SET-12 STEPS & TRADITIONS WINDOW SHADE DISPLAY
M-8		LITERATURE DISPLAY RACK
P-83		A.A. FOR THE ALCOHOLIC WITH SPECIAL NEEDS
		DVD'S/VIDEOS/SPEAKER CD'S & CASSETTES AVAILABLE
		TABLE TOP STEPS/TRADITIONS
		PINK CANS
	1 case	PINK PAMPHLETS
		MISCELLANEOUS CARDS ORDER EACH

# SAMPLE MEETING FORMATS

## SAMPLE FORMAT #1

### FOR H&I MEETINGS IN SHORT to MEDIUM TERM FACILITIES

**NOTE:** In certain medium-term facilities the meeting can be run by an inside secretary, if desired.

Good evening ladies / gentlemen. This is the regular meeting of the (weekday) H&I group of Alcoholics Anonymous. My name is \_\_\_\_\_, I am an alcoholic and your secretary.

Let's open the meeting with a moment of silence, [optional: followed by the **SERENITY PRAYER**].

Read **A.A. PREAMBLE**

Have inside member read "**HOW IT WORKS**" from Chapter 5 of the A.A. Big Book (pp. 58-60) and another member read the steps.

Thank you all for coming to the meeting – we're glad you're here. In keeping with our singleness of purpose and our Third Tradition which states "The only requirement for membership is a desire to stop drinking", we ask all who participate to confine their discussion to their problem with alcohol. Also, in keeping with our Twelfth Tradition, we ask that you respect the anonymity of those present and that all discussion held at this meeting remains confidential.

**OPTIONAL:** go around room and have members introduce themselves.

**OPTIONAL:** ask for A.A. anniversaries that have occurred since the last meeting.

Introduce yourself and briefly qualify for 5-10 minutes.

Introduce speaker, who qualifies for 15-20 minutes (speaker can be guest speaker if meeting is structured as such).

Choose a discussion topic, but, since most of the inside members will have relatively short-term sobriety, or are entirely new to A.A., make it clear they are also free to ask questions.

Experience has shown that the following should be encouraged during discussion:

- Focus on the solution – sponsorship and the steps.
- Keep the discussion confined to what A.A. can do to help and away from outside issues.
- Side conversations and other disruptions should be discouraged as disrespectful to the person who is speaking.

**OPTIONAL** after discussion: have someone read "The Promises" from p.83 of Alcoholics Anonymous, or other suitable reading.

In closing, the Meeting Secretary should stress the following:

1. Literature available (provided as a gift by members of A.A.), especially meeting schedules
2. Contact with local A.A. office or A.A. member immediately upon release – hand out Bridging The Gap cards if appropriate.
3. A.A. is not: a religious organization, an anti-alcohol movement, a social service organization, an employment agency, a loan office, a dating service.
4. A.A. does not: accept outside funds, run hospitals, prescribe treatment, pay for hospitalization of alcoholics.

Thank members for attending and close with the Serenity Prayer.

## **SAMPLE FORMAT #2**

### **FOR H&I MEETINGS IN LONG-TERM FACILITIES**

The members of the inside group should be encouraged to elect a steering committee of A.A. members consisting of at least a chairperson, secretary, and a literature person; this structure will provide continuity for the inside group and offer opportunities for service to the inside members.

- 1) The inside secretary opens the meeting with the Serenity Prayer and reads the preamble of Alcoholics Anonymous. This is the regular ... meeting of Alcoholics Anonymous. We are glad you are all here. In keeping with our singleness of purpose and our Third Tradition which states, "The only requirement for A.A. membership is a desire to stop drinking", we ask all who participate to confine their discussion to their problem with alcohol.
- 2) A previously selected inside member reads a portion of the Fifth or Third Chapter from the book Alcoholics Anonymous.
- 3) The inside secretary introduces the outside participants to the group, and turns the meeting over to the inside chairperson.
- 4) If the meeting is to be a speaker meeting, the chairperson qualifies briefly and introduces the speaker(s).
- 5) If the meeting is to be a discussion meeting, the inside chairperson qualifies briefly and introduces the H&I meeting volunteer who also qualifies briefly and introduces the topic. These two then act as co-Chairs for the discussion, calling on inside and outside participants alternately. *(Remember, some inside members may have longer term sobriety and wider A. A. experience than do the outside participants).*
- 6) Every effort should be made to encourage participation in the discussion by the inside members. This fosters fellowship and demonstrates that A.A. is a society of equals.
- 7) The last five minutes of the meeting should be reserved for the H&I meeting volunteer to stress the importance of A.A. literature, sponsorship, and working the twelve suggested steps of recovery. Special note should be made of the importance of making an outside A.A. contact prior to release or discharge.

The inside chairperson makes announcements, and asks an inside member to lead the group in the closing prayer.

# 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 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 principals in all our affairs.

# **THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS**

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. 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.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose -- to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

# **THE TWELVE CONCEPTS OF ALCOHOLICS ANONYMOUS**

1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional “Right of Decision.”
4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purpose for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.



# I am responsible...

When anyone, anywhere,  
reaches out for help,  
I want the hand of A.A.  
always to be there.  
And for that: I am responsible.

*Declaration of 30th Anniversary International Convention*