

**LOS ANGELES
HOSPITAL AND INSTITUTIONAL
COMMITTEE
OF
ALCOHOLICS ANONYMOUS
GUIDELINES
(2019 – 2021)**

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THE LOS ANGELES HOSPITALS AND INSTITUTIONS COMMITTEE

FOUNDED IN 1947

PURPOSE

The sole purpose of the Los Angeles Hospitals and Institutions Committee (“LAHIC”) is to carry the message of Alcoholics Anonymous to alcoholics who are confined in institutions. Institutions served, both government and private, include correctional facilities, hospitals and those facilities engaged in the treatment and/or rehabilitation of alcoholics. The Committee operates under the Twelve Traditions of Alcoholics Anonymous in all of its affairs and was formed under the Ninth Tradition, “A.A. as such, ought never be organized: but we may create service boards or committees directly responsible to those they serve.” Alcoholics Anonymous panel meetings are held for the convenience of the confined alcoholic with the cooperation of the institution, ever mindful of the Sixth Tradition, “...such cooperation ought never to go so far as affiliation or endorsement, actual or implied.”

FUNCTION

The Committee is a part of the existing services of Alcoholics Anonymous and ensures the continuity of Alcoholics Anonymous panel meetings at institutions for confined alcoholics. Its members come and go, but the Committee continues. Most institutions have stringent rules, regulations and restrictions. The Guidelines set forth by the H&I Committee include those rules, regulations and restrictions, which have been mediated within the boundaries of the Twelve Traditions of Alcoholics Anonymous. Problems that arise at an institution are resolved within the framework of the Committee, with the knowledge that the combined Committee experience will have faced and solved such problems in the past.

MEMBERSHIP AND SOBRIETY REQUIREMENTS

To qualify for Committee membership, a prospective LAHIC member must:

- a. Be an A.A. member who attends a Southern California A.A. group;
- b. Attend the LAHIC Orientation meeting; and
- c. Be sober for a minimum of six months (unless under sponsor approval) to go to hospitals, treatment centers and mental hospitals, and minimum of one year to go to correctional facilities.

Any member of Alcoholics Anonymous or an invited guest may attend the monthly LAHIC Business Meeting.

CONDUCT

Any member of the Committee is disqualified from further H&I activity if any of the following occurs:

- a. Loss of member's sobriety. Membership requirements will have to be reestablished;
- b. Refusal to abide by the Committee Guidelines;
- c. Refusal to abide by the rules and regulations of the institution being served;
- d. Soliciting for or recommending to a confined person any specific facility or treatment program;
- e. The promotion of a member's private business through the use of any H&I information and/or activities.
- f. Aggressive, uncooperative, or disrespectful behavior.
- g. Sexual harassment.
- h. It is the policy of the H&I Committee to cooperate with medical professionals. Our members never belittle a doctor or psychiatrist. We never comment on an Alcoholics Anonymous member for following a doctor's orders.

Any action or conversation while on an H&I panel violating these rules will result in immediate removal from the H&I Committee without exception.

POLICY REVIEW

The Policy Council (consisting of four elected Policy Council members, the Policy Council Chairperson who is the immediate past Director of H&I, Hospitals Director, Corrections Director and the current Director of H&I) shall schedule a special meeting every three years to review this entire policy or as circumstances require.

MEETINGS

BUSINESS

Regular membership Business Meetings will be held monthly. Special and/or emergency meetings may be called by the Director and/or Policy Council. All regular Business Meetings will be presided over by the Director or, in their absence, a current or past elected Director. A presiding officer at special meetings may be appointed by the Policy Council.

ORIENTATION

Regular Orientation Meetings will be held monthly, preceding the regular Business Meeting. The Orientation Meeting is designed to inform the new Committee members of the LAHIC procedures. The Orientation Meeting will be conducted by the Orientation Chairperson and the Assistant Orientation Chairperson.

SUPERVISORS

Regular Supervisors Meetings will be held monthly at a time and place designated by the Director. The Director will conduct the meetings for the purposes of reviewing and updating the information of all panels for which the Committee is responsible. Attendees will include the Hospitals Director, Corrections Director and all Hospital and Corrections Supervisors.

POLICY COUNCIL

The Policy Council shall be conducted by the Policy Council Chairperson, who is the immediate past Director of H&I. The Policy Council shall consist of four elected Policy Council members, the Policy Council Chairperson, Hospitals Director, Corrections Director and the current Director of H&I. The voting members of The Policy Council are the four elected Policy Council members and the Policy Council Chairperson. The non-voting members are the Hospitals Director, Corrections Director and the current Director of H&I.

Regular Policy Council Meetings will be held monthly at a time and a place agreed upon by a majority of the Policy Council Members. The Policy Council exists to provide direction, resolve existing problems and coordinate the purpose and overall function of the Committee. Any new ideas or policies relating to the purpose of the Committee should be brought before the Policy Council. The scheduled monthly meeting of the Policy Council will be open to any member of the H&I Committee for observation, or for presenting information, suggestions or helpful criticism. Policy Council meetings are also open to invited guests. The Policy Council Chairperson will ascertain from each visitor, at the beginning of each meeting, if they have anything to bring before the Council relating to Committee operations. If so, the Chairperson will ask the nature of the subject and determine if and when it will be presented by the visitor for discussion by the Policy Council Members. If the agenda of the current meeting permits enough time, the Chairperson will allow the visitor to present the subject and purpose of the visit. If the agenda of the current meeting does not allow time for the presentation of any unscheduled matters, the Chairperson will request that the visitor submit the subject in writing or appear at the next scheduled Policy Council Meeting.

LAHIC FINANCIAL GUIDELINES

MONEY COUNTING

All monies will be counted at the business meeting. Copies of all transactions will be documented on a group donations report. A copy of the report will be given to the treasurer at the end of the business meeting each month. Each donating group will receive a carbon copy receipt for their group contribution. There will be four money counters, including the literature fund chairperson, to be appointed by the Director of H&I.

APPROVAL OF COMMITTEE EXPENDITURES

The Policy Council will approve committee expenditures as necessary.

GENERAL FUND EXPENDITURES

Facility rental, mailbox rental, H&I meeting expense, business meeting forms, meeting refreshments, meeting set-up, clean-up, and maintenance charges, storage facility fees, bank fees, raffle supplies and expenses, H&I newsletter printing fees, expenses other than those paid by the Literature Fund, legal expenditures, insurances, accounting/tax fees, 501.3c related expenses, and miscellaneous expenditures necessary to conduct the Committee's meetings and activities are to be paid through the General Fund. H&I funds should not be used for any purpose other than that stipulated by H&I guidelines.

LITERATURE FUND EXPENDITURES

All H&I related brochures and literature including panel literature, H&I-related brochures, and H&I newsletter expenses proportional to the space devoted to Literature Fund-related activities will be paid through the Literature Fund.

LAHIC BANK ACCOUNT SIGNATORIES AND ELECTRONIC FUND TRANSFERS

The Treasurer, Director and the Policy Council Chairperson are to be the duly authorized signatories listed on the signature cards of all bank accounts. Two out of three signatures shall be required on all checks. All Committee checks must state on their face, "Two Signatures Are Required." No electronic fund transfers are allowed from LAHIC bank accounts, except for transfers authorized by the Policy Council between the General Fund and the Literature Fund.

LITERATURE FUND PRUDENT RESERVE

The Literature Fund Prudent Reserve shall be up to three months of average literature fund collections. The average shall take into account literature fund collections for the previous twelve months. This prudent reserve policy considers that there are significant fluctuations in monthly literature fund donations. An approximate three-month reserve gives the Committee enough of a cushion to stabilize purchase levels, so that the same amount of literature can be provided to each panel each month, without shortages in any month. If the Literature Fund balance increases above the approximate three-month reserve, the Policy Council shall authorize increased spending for literature, as deemed appropriate.

GENERAL FUND PRUDENT RESERVE

The General Fund Prudent Reserve shall be three months of general expenditures.

TRANSFERS FROM THE GENERAL FUND TO THE LITERATURE FUND

In December of each year, the Policy Council shall evaluate the General Fund Prudent Reserve, and may authorize the Treasurer to transfer any amount in excess of six months of general expenditures to the Literature Fund.

TRANSFERS FROM THE LITERATURE FUND TO THE GENERAL FUND

In the event that the General Fund Prudent Reserve drops below two months of general expenditures, the Policy Council may authorize the Treasurer to transfer an amount into the General Fund from the Literature Fund, so that the General Fund Prudent Reserve is equal to three months of general expenditures.

REVIEW OF REPORTS

The LAHIC Board of Directors and Policy Council will review the Treasurer's quarterly financial report.

REPORTING OF MINUTES

The Secretary will take notes and report the monthly minutes of the Policy Council and Board Meetings through email to all policy council members within seven days after the business meeting. Any special announcements agreed upon by the Policy Council will be made at the beginning of the next month's business meeting.

COMMITTEE ELECTIONS AND APPOINTMENTS

COMMITTEE ELECTIONS

- Director
- Corrections Director
- Hospitals Director
- Policy Council Members (4) – Two elected every year
- Treasurer

Opening nominations will be held at the October Committee Business Meeting. Closing nominations and elections will be held at the November Committee Business Meeting. The newly elected personnel will take office the following January 1st.

H&I members who are **elected** to H&I service positions should be given pertinent LAHIC Guidelines describing their duties and responsibilities by the Director of H&I. Those **appointed** to H&I service positions should be given the pertinent LAHIC Guidelines describing their duties and responsibilities by their immediate Supervisor.

VOTING ELIGIBILITY

Any committee member who qualified for Committee membership is eligible to vote.

COMMITTEE APPOINTMENTS BY DIRECTOR

- Director's Assistant
- Correspondence Program Chairperson (Bridging the Gap, Contact Upon Release)
- Convention Booth Chairperson
- Forms Chairperson
- H&I Outreach Coordinator
- Literature Fund Chairperson
- Literature Chairperson
- Los Angeles Central Office Representative
- Orientation Chairperson
- Panel Screening Chairperson
- Secretary
- H&I Newsletter Editor
- Electronic Newsletter Editor
- Southern California H&I Intergroup Representative
- Website Chairperson

The Director shall make other committee appointments as needed, and reduce sobriety requirements for appointed positions as deemed appropriate.

SERVICE REQUIREMENTS, DUTIES AND RESPONSIBILITIES

PANEL APPOINTMENTS

- Area Supervisors
- Panel Chairs
- Panel Leaders

VACATED POSITIONS

If a person in any elected or appointed position fails to complete their term of office, the Director shall appoint a replacement to serve the remainder of the unexpired term. There shall be no additional elections for vacated positions. If the acting Director of H&I is unable to carry out their duties for any circumstance, the Policy Council shall appoint a past Director of H&I to serve in the current Director's absence.

HOLDING MORE THAN ONE POSITION

No individual may hold more than one of the following positions at the same time:

- Director
- Corrections Director
- Hospitals Director
- Area Supervisor
- Secretary
- Treasurer

An individual who is elected or appointed to one of the above positions must resign from any other position (except Panel Leader/Chairperson) before assuming office.

ELECTED POSITIONS

DIRECTOR

Must have four years of continuous sobriety and three years of continuous Committee service including one year as a Supervisor prior to election. The Director holds office for one year and is not eligible for re-election for another five years. At the end of the Director's term, they then become the Policy Council Chairperson for the following year.

Duties and responsibilities are:

- a. Responsible for making sure that all panel leaders are showing up EVERY month to their panel and take appropriate action if not;
- b. Fill all appointed positions;
- c. Coordinate and direct all Committee activities;
- d. Consult with committee members to stay informed of all LAHIC activities;
- e. Attend Policy Council Meetings;
- f. Conduct a monthly Supervisors Meeting;
- g. Distribute guidelines to those filling elected service positions;
- h. Act as liaison between the LAHIC board of directors and policy council; and
- i. Coordinate the rental facilities for the business meetings, area supervisors meetings, and orientation meetings.

CORRECTIONS DIRECTOR

Must have four years of continuous sobriety and three years of continuous Committee service as a jail Panel Leader, including one year as a Jail Panel Chair or Supervisor. The term is for two years.

Duties and responsibilities are:

- a. Ensure that all panels and panel grids are current;
- b. Administer the activities of all panels pertaining to correctional facilities;
- c. Prepare and maintain accurate and current records of all correctional facilities;
- d. Develop new and revised operating procedures for panels, and present them to the Committee as needed for approval;
- e. Appoint, oversee and, when necessary, remove Area Supervisors;
- f. Direct the removal of panel members in those cases where removal is warranted;

- g. Attend all Committee Business meetings;
- h. Lead and attend all Corrections Supervisors Meetings;
- i. Attend all Policy Council Meetings;
- j. Provide monthly to the Director a current panel grid and report to the Director all important Panel Board activities;
- k. If conditions arise in a facility that present potential safety problems, the Corrections Director may institute a policy at that protect LAHIC Committee members;
- l. Provide pertinent LAHIC Guideline position descriptions as needed;
- m. Maintain the jail Clearance list with accurate phone numbers and email addresses including applicants from Los Angeles, San Fernando Valley and Santa Clarita Valley;
- n. Supervise and submit LASD applications for jail clearance, and coordinate orientation schedule for those who have been cleared;
- o. Maintain Attendance sheet each month and remove members who fail to meet the minimum required jail panels;
- p. Act as liaison to the Los Angeles County Sheriff's Department for regional H&I committees.
- q. Prepare and submit statistical report as required by Los Angeles County Sheriff's Department;
- r. Provide to all Committee members with active jail clearance before every monthly Business meeting the following:
 - 1. Current jail panel grids including Area Supervisors, Panel Chairs and Panel Leaders
 - 2. Clearance List of those with active jail clearance
 - 3. Attendance list including the current and past year of attendance.

HOSPITALS DIRECTOR

Must have four years of continuous sobriety and three years of continuous Committee service as a hospital panel leader (including one year as a Panel Chairperson or Supervisor). The term is for two years.

Duties and responsibilities are:

- a. Ensure that all panels and panel grids are current;
- b. Administer the activities of all panels pertaining to hospitals and treatment centers;
- c. Prepare and maintain accurate and current records of all hospitals and treatment centers;
- d. Develop new and revised operating procedures for panels, and present them to the Committee for approval;
- e. Appoint and, when necessary, remove Area Supervisors, Panel Chairpersons, and Panel Leaders;
- f. Direct the removal of panel members in those cases where removal is warranted and the Panel Chairpersons and/or Panel Leaders fail to take action;
- g. Attend all Committee Business meetings;
- h. Attend all Supervisors Meetings;
- i. Attend all Policy Council Meetings;
- j. Provide monthly to the Director a current panel chart for each panel serviced, and report to the Director all Panel Board activities;
- k. If conditions arise in a facility that present potential safety problems, the Hospitals Director may institute a policy that protect LAHIC Committee members;
- l. Provide pertinent LAHIC Guideline position description to those filling appointed service positions under the Hospital Directors' supervision.
- m. Collect and maintain records of attendance and literature distribution for each panel from the panel chairperson or panel leaders, insuring that each panel has been covered.
- n. Organize test panels at new facilities as directed by the Panel Screening Chairperson, determine if the facilities are suitable for LAHIC panels, and present the panel requests to Policy Council for final approval.

POLICY COUNCIL MEMBERS

Must have four years of continuous sobriety and three years of continuous Committee service as appointed or elected H&I committee member prior to election. The Policy Council consists of five voting members: a chairperson and four elected members. Two members are elected each year to serve for a period of two years. Policy Council Members are required to attend all regular meetings and any special meetings held by the Policy Council. If a Policy Council Member has been absent at two consecutive Policy Council meetings without a legitimate excuse, the Policy Council Chairperson or the Director may remove the Policy Council Member. Policy Council Members shall follow the LAHIC Financial Guidelines.

POLICY COUNCIL CHAIRPERSON

The immediate past Director becomes the Policy Council Chairperson and presides over the Policy Council for a period of one year. In the absence of the Policy Council Chairperson, another Policy Council person will preside. If the Policy Council Chairperson has been absent at two consecutive Policy Council meetings without a legitimate excuse, the Director may remove the Policy Council Chairperson.

Duties and responsibilities are:

- a. Prepare an agenda for and preside at each Policy Council Meeting;
- b. Maintain an up-to-date set of Guideline changes, recording all additions, deletions, and revisions;
- c. Provide a supplemental list of guideline changes, if any, to the Committee as needed;
- d. Provide the master copy of the Guidelines (revised, current, and in order) to the incoming Policy Council Chairperson;
- e. Ensure that a master copy of this policy is posted on the website.

BOARD OF DIRECTORS

LAHIC is a non-profit entity in California and operates with a Board of Directors. Policy Council shall approve the by-laws, by-law updates, and directives from the LAHIC Board of Directors before they are enacted. Policy Council must also approve any expenditures that the Board of Directors wishes to make.

TREASURER

Must have three years of continuous sobriety and two years of continuous H&I Committee membership prior to election. The term is for two years, and the Treasurer may be re-elected.

The Treasurer's duties and responsibilities are:

- h. Act as treasurer for the LAHIC Board of Directors
 - a. Attend monthly Business Meetings, and attend Policy Council Meetings at least every other month;
 - b. Account for all monies of the LAHIC, in accordance with LAHIC's Financial Guidelines;
 - c. Pay the Committee's bills. All checks must state, "Two signatures required";
 - d. Keep a separate accounting of the General Fund and the Literature Fund;
 - e. Maintain the Committee's bank accounts;
 - f. At the Policy Council's direction, transfer funds between the Literature Fund and the General Fund;
 - g. Receive a monthly accounting report from the Literature Fund Chairperson;
 - h. Prepare a quarterly financial disclosure statement accounting for all LAHIC receipts and expenditures;
 - i. Submit a copy of the quarterly financial disclosure statement in electronic format to the H&I Editor for publication in the newsletter;
 - j. Collect Group Contributions Report from Literature Fund Chairperson.

COMMITTEE APPOINTMENT POSITIONS

CONVENTION BOOTH CHAIRPERSON

Must have two years of continuous sobriety and one year of continuous Committee service. The term is for one year and may be repeated with the Director's approval.

Duties and responsibilities are:

- a. Make arrangements for an LAHIC display at all local conventions, conferences, roundups, workshops etc., which are deemed necessary by the Committee;
- b. Obtain sufficient manpower from within the Committee to operate each display. Staff the convention booth with sufficient Committee volunteers; and
- c. Announce all upcoming events at the regular Committee meetings as far in advance as possible.

CORRESPONDENCE PROGRAM CHAIRPERSON

Must have three years of continuous sobriety and two years of continuous Committee service. The term is for one year and may be repeated with the Director's approval.

Duties and responsibilities are:

- a. Administer Correspondence Program for inmates and patients in the Los Angeles area, which consists of maintaining a roster of A.A. members who are willing to correspond with prospective A.A. members in confinement;
- b. Coordinate Correspondence Program activities with Los Angeles Central Office, Southern California H&I Intergroup Sponsorship by Mail and Contact Upon Release Committees, General Service Area 5, and General Service Corrections Committee. Attend Central Service, General Service, and Intergroup meetings as necessary to coordinate these activities;
- c. Develop and maintain a roster of A.A. members who have agreed to participate in the Correspondence Program. This roster can include A.A. groups that have volunteered to be responsible for the Correspondence Program in specified areas of Los Angeles;
- d. Receive requests for Correspondence services in Los Angeles, and assign them to an appropriate member of the A.A. Correspondence Program roster; and
- e. Forward letters to the SCHII Sponsorship by Mail Committee and GSO Corrections Committee as appropriate.

DIRECTOR'S ASSISTANT

Must have three years of continuous sobriety and two years continuous Committee service prior to appointment. The Director's Assistant is appointed by the incoming Director of H&I and holds office for one year.

Duties and responsibilities are:

- a. Work closely with the Director, in any capacity or situation as delegated by the Director;
- b. Maintain a list of all Committee positions and distribute to Directors, Webmaster, and Forms Chairperson.

GENERAL SERVICE LIAISON

Must have two years of continuous sobriety and one year of continuous Committee service prior to appointment. The term is for two years, and the GSR may be reappointed. The GSR is to be appointed each even-numbered year, thereby coinciding with the Southern California Area Assembly elections. The term of office is to begin in January.

Duties and responsibilities are:

- a. Make sure that LAHIC is registered with the Local District, Area Assembly and GSO;
- b. Attend the local District General Service meetings and take an active role in General Service;
- c. Coordinate and communicate with LAHIC's representative to the Southern California H&I Intergroup;
- d. Make regular reports to the LAHIC and keep the Director informed of General Service activities; and
- e. Attend Policy Council meetings to coordinate general service activities.

FORMS CHAIRPERSON

Must have two years of continuous sobriety and one year of continuous Committee service. The term is for one year and may be repeated with the Director's approval.

Duties and responsibilities are:

- a. Provide all forms used by the Committee. This includes photocopying of forms and keeping those concerned adequately supplied;
- b. Attend each Committee Business Meeting.

H&I CHECK-IN CHAIRPERSON

Must have one year of sobriety, and six months of service in H&I. The term is for one year and may be repeated with the Director's approval.

Duties and responsibilities are:

- a. Maintain the member sign in sheet, and attendance sheet. Reports attendance to the Director to determine eligibility for voting and to be a panel leader. Provides data to the election newsletter chairperson, and area supervisor as needed.
- b. Maintain laptop.
- c. Check in all active H&I members at the monthly meeting.
- d. Prepare reports requested by Policy Council.

H&I ELECTRONIC NEWSLETTER EDITOR

Must have two years of continuous sobriety and one year of continuous Committee service. The term is for one year and may be repeated with the Director's approval.

- a. Publish monthly email newsletter for the Committee which will include Director's columns and guest columns from members of the committee, news articles submitted by the Director, open panels, open LAHIC commitments, upcoming events and LAHIC contact information.
- b. Submit the newsletter to the Newsletter Editor or Director for approval.
- c. Send the newsletter out electronically to LAHIC member subscribers.
- d. Update the subscriber list each month, adding new panel leaders, committee members with jail clearance, and members that have requested a submission. Remove those members that no longer want to receive the newsletter.

H&I NEWSLETTER EDITOR

Must have two years of continuous sobriety and one year of continuous Committee service. The term is for one year and may be repeated with the Director's approval.

Duties and responsibilities are:

- a. Publish monthly newsletter for the Committee;
- b. Solicit articles and graphic elements pertinent to H&I service;
- c. Prepare copy for the printer;
- d. Ensure that H&I newsletter is not used as a vehicle for individual gripes or advertisements;
- e. Appoint and supervise necessary staff; and

f. Include each month, if applicable: LAHIC contact information, Hospital and Jail panel grids if needed, Treasurer's report, Literature Fund ("Cans") accounting report, LAHIC statement of purpose, and basic guidelines governing H&I membership.

H&I OUTREACH COORDINATOR

Must have two years of continuous sobriety and one year of continuous Committee service. Should be actively involved in the Committee and be knowledgeable about the Committee and its services. The term is for one year and may be repeated with the Director's approval.

Duties and responsibilities are:

- a. Arrange H&I Information Meetings with the A.A. groups throughout the greater Los Angeles area. The topic of these meetings should be confined to the speakers' experience, strength and hope regarding institutional panel work;
- b. Lead the Information Meetings or select a leader from the Committee;
- c. Select participating speakers from the Committee members.
- d. Make announcements, providing flyers and maps where possible announcing the date, time and place of the H&I meeting; and
- e. Make Alcoholics Anonymous meetings aware of H&I cans.

LITERATURE CHAIRPERSON

Must have two years of continuous sobriety and one year continuous Committee service. The term is for one year and may be repeated one year only with the Director's approval.

Duties and responsibilities are:

- a. Work with the Hospital and Corrections Directors to compile a master list of literature to be ordered;
- b. Purchase and pick up literature from Los Angeles Central Office;
- c. Fill and distribute literature at each Business Meeting;
- d. Refer any problems, such as unusually large orders or orders placed by unauthorized persons, to the Panel Board Chairperson; and
- e. Obtain guidance and approval from the Policy Council Board for purchases.

LITERATURE FUND CHAIRPERSON

Must have two years of continuous sobriety and one year of continuous Committee service. The term is for one year and may be repeated one year only with the Director's approval.

Duties and responsibilities are:

- a. Distribute H&I cans and H&I can labels with a copy of Literature Fund Instructions;
- b. Recruit and train volunteers to assist donation intake at the monthly Business Meeting. All persons handling money must have two years of continuous sobriety;
- c. Receive and record literature fund donations at the monthly Business Meeting, providing receipts to all contributors and maintaining a receipt for H&I files. Donation intake shall take place from the meeting's beginning until break, after which all donations will be counted and recorded. All donations must be counted and recorded with an estimated donation total reported to the H&I Treasurer by the meeting's end;
- d. Pick up literature fund donations at least monthly from the Committee's mailbox. Record and deposit donations in the same manner as donations received at the monthly Business Meeting;
- e. Have a copy of the contributions accounting available at the Business Meeting;
- f. Deposit all monies as soon as possible after the Business Meeting. Maintain a separate file containing the contribution logs, deposit slip copies, and other receipt information provided by the contributor;
- g. Maintain the contributions accounting report. The report should contain the following meeting information: city/area, day, time, meeting name, last year's total contributions, and current year's monthly total contributions;
- h. Forward a copy in electronic format of the contributions accounting report to the H&I Director, Treasurer, Website Chairperson, and the Newsletter Chairperson from H&I Chairperson;
- i. Assign numbers to meetings that are interested in contributing to the Literature Fund; and
- i. Provide the bank deposit receipt to the Treasurer at the monthly Business Meeting.

LOS ANGELES CENTRAL SERVICE REPRESENTATIVE

Must have two years of continuous sobriety and one year of continuous Committee service. The term is for one year and may be repeated with the Director's approval.

Duties and responsibilities are:

- a. Regularly attend the monthly Central Service Committee and Central Service Intergroup Meetings;
- b. Report pertinent Committee information to Central Service and share experiences which may be of value to A.A. as a whole;
- c. Report information and experience shared at the Central Service meetings to the Committee and to the Policy Council when appropriate;
- d. Act as a liaison between the Committee and the Los Angeles Central Service; and
- e. Maintain a regular monthly notice about the Committee in the Los Angeles Central Service newsletter.

ORIENTATION CHAIRPERSON

Must have two years of continuous sobriety and one year of continuous Committee service. Should be knowledgeable about the Committee and able to relate all necessary information about the Committee. Responsibilities include conducting the monthly Orientation Meeting according to its format. The term is for one year.

PANEL SCREENING CHAIRPERSON

Must have three years of continuous sobriety and three years of continuous Committee service. The term is for one year and may be repeated with the Director's approval.

Duties and responsibilities are:

- a. Negotiate each prospective panel that is referred to the Committee. In doing so, the Panel Screening Chairperson shall follow LAHIC's guidelines and be familiar with the guidelines of the General Service Treatment Facilities and Correctional Facilities Workbook. Facilities that meet our panel requirements are places where the patients do not have access to outside meetings;
- b. Conduct an interview with the institution's inside sponsor or contact. Outline what our Committee can do, and remember to place our tradition of "cooperation without affiliation" first;
- c. Coordinate with the Director of Hospitals to take an evaluation panel to the institution, consisting of at least 1 other member of H&I with a minimum of 2 years of active service;
- d. The evaluation panel shall familiarize themselves with the prospective facility, and present to policy council for vote; and
- e. The Panel Screening Chairperson shall forward to the Policy Council the evaluation panel's recommendations regarding the prospective panel for approval.

SECRETARY

The LAHIC Secretary acts as Secretary for the Policy Council and the Board of Directors, and is an elected position. The candidate must have a minimum of two years of continuous sobriety and at least one year of continuous H&I Committee membership prior to election. The term is for two years, and may be re-elected.

The Treasurer's duties and responsibilities are:

- a. Attend Board of Directors' meetings, take minutes, and send the minutes to the President for approval within seven days after the meeting. Once the minutes have been approved by the President, the Secretary will forward them to the entire Board to be voted on.
- b. Attend Policy Council meetings, take minutes, and send the minutes to the Policy Council Chair for approval within seven days after the meeting. Once the minutes have been approved by the Chair, the Secretary will forward them to the entire Policy Council.

SOUTHERN CALIFORNIA H&I INTERGROUP REPRESENTATIVE

Must have two years of continuous sobriety and one year of continuous Committee service. The term is for one year and may be repeated with the Director's approval.

Duties and responsibilities are:

- a. Attend all Southern California H&I Intergroup ("SCHII") meetings. When unable to attend, send a qualified alternate;
- b. Report pertinent Committee information to SCHII and share experiences which may help other SCHII participants;
- c. Report SCHII information and activities to the Committee when applicable;
- d. Coordinate the hosting of the Intergroup meeting in Los Angeles and provide for the customary potluck lunch;
- e. Attend Policy Council meetings to coordinate SCHII activities; and
- f. Coordinate the annual Southern California H&I Conference with LAHIC.

WEBSITE CHAIRPERSON

Must have two years of continuous sobriety and one year of continuous Committee service. Should be actively involved in the Committee and be knowledgeable about the Committee and its services. The term is for one year and may be repeated with the Director's approval.

Duties and responsibilities are:

- a. Maintain the Committee website (LAHIC.ORG) with information and forms provided and used by the Committee. Ensure that information provided on the website is accurate and current; and
- b. Ensure that no last names are revealed and that the anonymity of A.A. members listed on the website is preserved.

PANEL APPOINTED POSITIONS

AREA SUPERVISORS: **- Correctional Facilities**
 - Hospitals and Treatment Centers

Must have one year of continuous sobriety and six months of continuous Committee service. The Hospitals Director and Corrections Director shall appoint Area Supervisors as necessary. The term is one year, with a limit of four continuous years.

Duties and responsibilities are:

- a. Attend the monthly Business and Supervisors Meetings, not missing two consecutive months' meetings, and if unable to attend, have an alternate attend in their place or coordinate to get information from another Area Supervisor;
- b. Select Panel Chairs and Panel Leaders who meet approved guidelines from within the Committee;
- c. Organize the schedule of panels for their facility or area;
- d. Coordinate and maintain relationships with the facilities in their area. This includes ensuring that their guidelines are followed by all AA Committee members, coordinating any schedule changes, and reporting and resolving with the Hospitals Director or Corrections Director any issues that may arise with the facility. Communicate all changes in procedures, leadership or schedule to Panel Chairs and Panel Leaders;
- e. Fill open panels positions and provide to new Panel Chairs and new Panel Leaders a copy of Committee guidelines and responsibilities pertinent to that position, and an up-to-date panel chart;
- f. Forward any changes in panel information or people to the Hospitals Director or Corrections Director by the end of each month.
- g. FOR JAILS ONLY: Must collect the first and last names of all persons attending panels, number of inmates in attendance and Dark AA or Dark LASD from the Panels Chairs under their supervision. These are to be reported to the Corrections Director no later than the fourth day of the following month.
- h. FOR HOSPITALS: Submit a report to the Panel Chairperson immediately following the panel that includes the names of the speakers, the number of people from the facility attending the meeting, and the amount and type of literature that was distributed.
- i. At the end of a four-year term, they must be replaced. The Hospitals Director and Corrections Director will appoint the new Area Supervisors for their facilities and areas;
- j. Remove or replace any Panel Leaders who fails to carry out their duties or responsibilities;
- k. Work closely with the Hospitals Director or Corrections Director to ensure smooth operations at the facilities and communicate any changes or issues as they arise.

PANEL CHAIRPERSONS

Must have two years of continuous sobriety and a minimum of one year as Panel Leader.

Duties and responsibilities are:

- a. Comply with instructions for Panel Leaders and Speakers;
- b. Attend a meeting conducted by each member of the panel at least once every twelve months;
- c. Attend a minimum of two regular monthly Business Meetings of the Committee every quarter;
- d. Provide a 30-day advance notice to the Area Supervisor when vacating the position of Panel Chair. The Panel Chair may recommend but not appoint a replacement;
- e. Collect and submit accountability reports from all panel leaders on a monthly basis;
- f. Participate in a quarterly check in with respective Area Supervisor;
- g. **FOR JAILS ONLY:** Must collect the first and last names of all persons attending panels, number of inmates in attendance and Dark AA or Dark LASD from Panel Leaders under their supervision. These are to be reported to their respective Area Supervisors no later than the first day of the following month.

PANEL LEADERS

Must have one year of continuous sobriety and three months of active Committee service.

Duties and responsibilities are:

- a. Comply with instructions for Panel Leaders and speakers.
- b. Most importantly, comply with **LAHIC'S "NO DARK NIGHTS" policy.** Arrange for the Panel Chairperson or another Panel Leader to take the panel if unable to fulfill commitment. It is the Panel Leader's responsibility to make certain the panel is covered;
- c. Arrange for panel speakers, preferably from the H&I Business Meeting;
- d. Inform speakers of all applicable LAHIC and institution policies, and enforce adherence to the rules as appropriate. Panel Leaders may, at their discretion, refuse to take speakers into panel meetings because of policy violations;
- e. Notify the Panel Chairperson and Area Supervisor of any change in the Panel Leader's personal contact information (address, telephone number, email address, etc.);
- f. Notify the Panel Chairperson and Area Supervisor if there are any problems at the institution or if literature is needed;
- g. Attend at least one of the regular monthly Business Meetings every quarter;
- h. Notify the Panel Chairperson when vacating the position of Panel Leader. A replacement will be appointed by the Area Supervisor;

- i. DO NOT go on a panel into a jail facility where you know an inmate.
- j. Report the first and last names, number of inmates, and Dark AA or Dark LASD as applicable to your Panel Chair right after your panel (same day).
- k. Abide by Panel Rules pertaining to all panel leaders and speakers:

PANEL RULES

Here are the rules that all panel speakers and leaders must adhere to:

1. Please identify as an alcoholic.
2. DO NOT give a prolonged drunk-a-log. Please share about recovery and living sober with the 12 step program.
3. DO NOT criticize the institution, personnel, facilities, policies or practices of the facility.
4. DO NOT give opinions on medication.
5. DO NOT talk down to the group, use profane or vulgar language.
6. Please abide by facility rules. This includes phone number exchange protocol.
7. Please dress appropriately for your panel. Business casual attire is suggested. Please DO NOT wear any revealing clothing, shorts, or sandals.
8. DO NOT bring any guests to the panel or use your phone during the panel.
9. Los Angeles H&I has a zero tolerance policy for sexual harassment of any kind. This includes inappropriate conversations or behavior with facility staff or clients/inmates, or sexually suggestive sharing while speaking on a panel.

Jail Panels Only:

10. All literature must be brought in without staples in a clear plastic bag.
11. DO NOT exchange phone numbers or messages with any inmate.
12. Leave your cell phone in the car or check it into a locker. Absolutely no phones or cameras allowed inside panels at correctional facilities.

APPROVED FORMS, LAHIC INSTRUCTIONS & LAHIC LITERATURE

PANEL FORMS

- Panel Format
- Chapter 3
- Chapter 5
- Twelve Traditions
- Speaker Confirmation
- Panel Leader's Speaker Confirmation Record

COMMITTEE FORMS

- Business Meeting Format
- Orientation Meeting Format (Pending)
- Literature Request Form
- "Cans" Accounting Form
- Treasury Accounting Form

LAHIC INSTRUCTIONS

- Instructions for All Panel Leaders and Speakers
- "Cans" Label
- "Cans" Instructions
- Dress Code

LAHIC LITERATURE

- 3-fold Brochure: LAHIC