

**Southern Alberta Area of Cocaine Anonymous  
SABA C.A.**

## **SERVICE GUIDE**



**HOSPITALS &  
INSTITUTIONS  
STANDING COMMITTEE  
ALTERNATE CHAIR**

## **Requirements**

One year continuous sobriety  
Six months of active service in C.A.

## **Term**

Two year commitment

## **Attendance**

- In order to maintain one's service position one must not miss two (2) consecutive SABA meetings (or more than 25% of the meetings in one's term) and must submit one's written report regardless of attendance/absence
- Attendance is defined as being physically present at the SABA business meeting with a written report ready to be given to the SABA body
- Either the Chair or Alternate Chair of each standing committee must be present at every SABA business meeting
- Defaulting on attendance requirements will result in dismissal from one's service position

## **Responsibilities**

- The Alternate Chair works in cooperation with the Chair to fulfill the duties listed below:
  - Provides report on activities of District-level Hospital and Institutions (H&I) activities at SABA meeting
  - Responsible for the coordination of, and active participation in, twelve step work within hospitals and institutions
  - Coordinates distribution of literature to these locations
  - Develops contacts with hospitals and institutions to expand twelve step work
  - Oversees and coordinates all District-level H&I activities
  - H&I is overseen by SABA but all Districts can also have their own H&I representative responsible for such functions as may be agreed upon by the two entities

## Helpful Resources

- Cocaine Anonymous World Service Guidelines for Hospitals and Institutions Committee

<https://ca.org/content/uploads/2015/04/WSC-Hospitals-Institutions-Committee-Guidelines.pdf>

*The CAWS Guidelines for Hospitals and Institutions Committee is also available on the SABA C.A. Google Group mentioned below*

- SABA C.A. Google Group, accessible through the SABA Hospitals and Institution committee chair's designated email

[sabaca.h.and.i.alt@gmail.com](mailto:sabaca.h.and.i.alt@gmail.com)

*In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution.*

*The information contained within this Service Guide is derived from the CAWS "World Service Manual" and the SABA "Structure, Bylaws, and Standing Rules". This Service Guide is intended for Southern Alberta Area-level service members. Districts and Groups are at liberty to use this Service Guide or adapt it as they see fit, but they are not obligated to use this Service Guide as each level of service is considered autonomous.*