

SEATTLE AREA H&I SUBCOMMITTEE GUIDELINES (rev 3/01)

Definition and Purpose

The Seattle Area Service Committee H&I subcommittee is a group of men and women, members of Narcotics Anonymous, who believe in the concept: "TO ASSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY WE PROVIDE THE NECESSARY SERVICES."

The purpose of an H&I meeting is to carry the N.A. message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings: i.e, prisons, jails, in-patient treatment centers, psychiatric hospitals, etc. H&I meetings/presentations, except for those in longer term facilities, are intended simply to introduce those attending to some of the basics of the N.A. program.

The Hospitals and Institutions subcommittee initiates, coordinates and conducts all H&I meetings/presentations in the area but may use other methods, such as distributing literature and meetings lists, to make recovery more available to the addicts in these facilities.

This committee is a subcommittee of the Seattle ASC. We shall maintain effective liaison and complete accountability to that committee. Spiritual guidance will be followed as per the Seattle ASC guidelines.

Functions of the Subcommittee

- a. Communication and disbursement of all information to and from all panels through their panel leader.
- b. The distribution of Narcotics Anonymous literature to the panel leaders.
- c. To conduct a monthly business meeting.
- d. To provide an H&I representative for participation in the regional H&I subcommittee.
- e. To coordinate the development of any new H&I meetings/presentations.
- f. The election of panel coordinators to communicate with the facilities and panel leaders to conduct the H&I meetings/presentations.

Literature

Only Narcotics Anonymous approved literature, meeting schedules, *Reaching Out*, and the *NA Way* magazines may be taken into a facility by H&I. Literature or any of these other items that have been chosen by the subcommittee as appropriate for use in the H&I setting will be distributed by the literature coordinator (as set forth under that job description). However, only Conference-approved literature should be used in meetings/presentations. Literature to be made available at the monthly business meeting shall consist of the IP's deemed appropriate by the H&I subcommittee, White Books, and meeting schedules. Texts shall be made available for use in libraries of facilities that do not have funds to purchase these from the WSO. Item # 1601, "*Behind the Walls*", will also be provided for use in correctional facilities only.

Voting

Participation in discussion of H&I business is open to all members of the NA fellowship, but voting is restricted to members of the subcommittee with a current H&I commitment (elected officer, panel leader, or panel coordinator).

Elected Officers

The H&I subcommittee's officers shall consist of a chairperson, a vice chairperson, a literature coordinator, and a secretary. All officers are to be elected by a majority vote of the subcommittee at large, except for the chairperson, who is elected by the area service committee.

In cases where there are more than two candidates for a position and voting does not give any one a clear majority, a second run-off ballot shall be taken of the two top names. All officers are elected for a term of one year and will be eligible for reelection for a second term of one year, followed by two years of ineligibility.

Any subcommittee officer, except for the chairperson, may be removed from office by a majority vote of the H&I subcommittee.

In the case of resignation of the chairperson, the vice chairperson shall automatically assume this position until the ASC is able to elect a new chairperson. In the event of the resignation of any other subcommittee officer, an interim replacement can be appointed by the chair until the next business meeting, at which time elections will be held to fill this interim position.

Steering Committee/Administration Committee

The steering committee may consist of all elected officers and the immediate past chairperson. It is the responsibility of this committee to oversee the operation of H&I. This committee as a whole serves within the spirit of Tradition 2.

This committee shall meet as may be necessary. The time and place shall be at the discretion of the chairperson. However, any member of H&I may request that the chairperson call a special meeting of the committee.

H&I Panels

The purpose of an H&I meeting/presentation is to carry the N.A. message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. This is accomplished through the operation of panels which visit facilities on a regular basis. These panels are usually made up of (1), a panel leader, and (2), two to five panel members.

Recovery Requirements

Any member of Narcotics Anonymous who wishes to participate in a meeting/presentation in an institution must have sufficient clean time to qualify under the requirements of the subcommittee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from the subcommittee.

The following uninterrupted recovery requirements shall be adhered to:

	H&I SUBCOMMITTEE CHAIRPERSON	2years*
	ELECTED OFFICER OF H&I	1 year*
	APPOINTED POSITION	1 year*
	LITERATURE COORDINATOR	1 year*
	PANEL COORDINATOR	1 year*
	PANEL LEADER	1 year**
P	PANEL MEMBER	6 months

- * plus 6 months prior H&I subcommittee involvement.*
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All voting members shall attend the regular monthly business meetings of the Narcotics Anonymous H&I subcommittee. Three meetings missed in succession shall result in removal from the duty of leading that panel. Any member dropped from assignment may be reinstated by vote of the H&I subcommittee.

In the instance of elected officers, three consecutive months absence will be considered resignation. A six month moratorium shall be required for any officer resigning or removed from office prior to completion of their term. The only exception will be when an officer resigns to fill a newly elected position on the Committee.

Elections

Elections for all positions shall be held on the date scheduled. In the event that a committee member is absent on the day that their position is scheduled for election, that position will be opened for nominations and if a qualified candidate is nominated, an election will be held.

All Panel Leader elections will be held one month in advance of the date on which the new term begins. This will ensure that the current Panel Leader can orient and educate the future Panel Leader, and go with them to the facility once prior to their term ending.

A member can only be nominated to a position with clearance requirements AFTER they have met all those requirements.

Responsibilities and Duties

The Responsibilities of each active member of Narcotics Anonymous H&I are set forth below:

Chairperson

- a. Coordinates all N.A. H&I activities.
- b. Presides at all regular, special, and general subcommittee meetings.
- c. Handles all public relations contacts involving policy matters and/or interpretations at the public level that pertain to H&I. This will done with the direct cooperation of the P.I. subcommittee.

d. Is responsible for interchange of correspondence at the public level, as well as all correspondence within N.A. H&I which involves policy matters.

e. Makes regular reports to the H&I subcommittee on the status of all current or completed projects.

f. May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panel participants.

g. Shall represent Narcotics Anonymous H&I at the regular meetings of the Area Service Committee.

h. Shall attend the regular meetings of H&I subcommittee and other required meetings.

i. Shall attend the regional H&I subcommittee meetings.

Vice Chairperson

a. In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chair until the ASC has an election for that position.

b. Works closely with the chairperson.

c. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panels.

d. Attends the regular meetings of H&I subcommittee and other required meetings.

e. Works with the panel leaders to assure that volunteers are placed as panel members.

f. Assumes the duties of literature coordinator when required.

g. Conducts monthly orientation of new panel members with the assistance of other committee members.

h. Notifies all committee members of H&I meetings and special H&I events.

Secretary

a. Keeps a complete record in the form of minutes of every regular meeting.

b. Keeps a complete and updated panel member list with the names, addresses, recovery dates and telephone numbers of all current H&I members.

c. Shall keep a continuing roster of monthly attendance at the business meeting.

d. Sends notices or makes telephone calls for special meetings.

e. Maintains all necessary stationary supplies and prepares correspondence as needed.

f. Keeps a file of all such correspondence.

g. Shall type and prepare any materials necessary for distribution to members of H&I.

h. Shall attend the regular meetings of the H&I subcommittee and other required meetings.

Literature Coordinator

a. Shall fill literature orders from the panel leaders.

b. Shall keep a continuing record of literature distributed to panel leaders.

c. Shall make a report at the regular H&I subcommittee meetings on literature distribution.

d. Shall work with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I subcommittee budget.

e. Shall audit distribution records on an ongoing basis to ensure that requests for literature from panel leaders are prudent and do not put the subcommittee over budget.

f. Shall attend the regular meetings of the H&I subcommittee and other required meetings.

Panel Coordinator

a. Shall keep in close contact and work with the H&I elected officers and the panel leaders for the meetings/presentations for which he/she is the coordinator.

b. Shall maintain ongoing communication with administrators of facilities in the interest of harmony.

c. Shall make sure that panels are filled for scheduled meetings for which he/she is the coordinator.

d. Shall keep all panel leaders informed of the rules of the facility and any rule changes.

e. Shall attend the regular meetings of the H&I subcommittee.

Panel Leader

a. Shall conduct H&I meetings/presentations in the facility being served according to acceptable procedures, utilizing at minimum one panel member other than themselves. A panel leader shall never conduct an H&I presentation alone.

b. Shall inform the panel coordinator well in advance when unable to conduct a regularly scheduled meeting.

c. Shall invite all panel members to the H&I meeting and inform them of all the rules of the facility and the procedures for conducting the meeting.

d. Shall be responsible for panel members in the meeting.

e. May resign by giving notice to the H&I subcommittee.

f. May be removed from panel assignment because of absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.

g. Shall attend the regular meetings of the H&I subcommittee. 3 meetings missed in succession shall result in removal from the duty of

leading the panel. Any member dropped from assignment may be reinstated by vote of the H&I subcommittee.

h. May be removed from panel assignment for not following said guidelines a through d and/or not following specific facility rules.

Panel Member

a. Shall be at least six (6) months clean, and carry a clear and consistent message of recovery in Narcotics Anonymous.

b. Shall take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader.

c. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.

d. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.

e. Please **DO NOT** volunteer for an H&I meeting/presentation if:

1. You are not sure that you want to attend, or

2. You are not sure you will be able to attend the meeting. If something comes up and you will be unable to make it try to give the panel leader at least 48 hours notice so that he/she can invite someone to fill your spot. **DO NOT** ask someone to take your place or even to come along with you to the meeting. The panel leader is the only one that is allowed to invite people to the meeting.

Other Requirements

Ex-residents of a correctional institution must have the proper clearance from the proper authorities (permission from the institution and permission from the member's Parole/Probation Officer) and meet the clean time requirements set by the facility and H&I, to enter a correctional facility.

It shall be the responsibility of the panel leader to insure that all people attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES and PROCEDURES.

All H&I members carrying the message through H&I must keep in mind at all times the following general rules which cover **ALL** meetings in **ALL** facilities:

1. It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
2. It is unacceptable to give money to or take money from a resident.
3. You are not to bring gifts or money for residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and is generally all they want. You are not to accept articles made by residents to be sold on the outside.
4. It is unacceptable to give to or take from a resident any correspondence of any type while visiting the facility.
5. Guests and visitors should be cautioned against discussing employment, lodging, etc.(either the promise of, "looking for", or the securing of.)
6. Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility and by many of the residents.

Always remember we are GUESTS of the facility and therefore MUST comply with their wishes.

These GUIDELINES and PROCEDURES are submitted for the guidance of the H&I membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals. Any unusual situations that might arise should be discussed with the elected officers of H&I who, in turn, will take steps to get clarification from the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meetings/presentation with the personnel of the facility in question. This is the responsibility and duty of the panel coordinator. Adherence to these guidelines will minimize confusion and misunderstanding within the H&I membership itself, and with the facilities we serve.

Failure to comply with any facility's regulations could result in cancellation of the H&I meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put N.A. in a bad light. Remember...your actions reflect not only on yourself, but on N.A. as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and the other members of N.A. H&I.

ALL THE FOREGOING SHOULD BE REVIEWED WITH ANY GUESTS BEING TAKEN TO ANY H&I MEETINGS/PRESENTATIONS.

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