

# Western Montana Area H&I Subcommittee Guidelines

Updated May 6, 2005

## Purpose:

The Western Montana Area Hospitals and Institutions Subcommittee is responsible to carry the Narcotics Anonymous message of recovery into hospitals and institutions whose residents have restricted access to regular NA meetings. A hospital and institutions meeting/presentation may also be held where such a meeting better suits the needs of the addicts within the facility.

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 meeting lists, to make recovery more available to the addicts in these facilities.

## Subcommittee Trusted Servant Positions:

### A. Chairperson

1. The H&I chairperson is elected by the area service committee as outlined in the W.M.A.S.C. guidelines. The H&I subcommittee is directly responsible to the ASC through the H&I chairperson.
2. The H&I chairperson must attend all H&I subcommittee meetings and ASC meetings. The H&I chairperson is a voting member of the regional H&I subcommittee and should attend all of its meetings. She/he acts as a link of communication between the subcommittee, the ASC and the regional H&I subcommittee.
3. She/he also makes sure that a link of communication is maintained between the subcommittee and the individual facilities. This communication is done by the panel coordinator, but the chair should ensure that it is taking place. The H&I chairperson is responsible to ensure that all the panel leaders and panel members comply with the H&I subcommittee and ASC policies, as well as the rules of the individual facilities.
4. The chairperson is responsible for giving a monthly report of all budget expenditures except literature disbursements, which the vice chair reports.

The chairperson should be aware of all matters that affect H&I in the Western Montana Area.

### B. Vice Chairperson

1. The H&I vice chairperson is elected by the area H&I subcommittee. Requirements are one year clean, a minimum of six months experience doing H&I work and a strong NA message of recovery. The vice chair assumes the duties of the chairperson if the chairperson is unable to serve, or until a new chair is elected.
2. The H&I vice chair is responsible for providing literature to the panel leaders in the following manner: panel leaders are to fill out a literature order form and present it to the H&I vice chair. The vice chairperson may approve the request by signing the order. When the panel leader presents the signed form to the literature disbursement person of the ASC it can then be drawn from the area's funds that were budgeted for the H&I subcommittee.

3. The vice chair works with the chairperson to maintain the smooth operation of this committee.
4. The vice chair must attend all H&I subcommittee meetings as well as the ASC meetings. It is suggested that the vice chair attend regional H&I subcommittee meetings if possible.

### **C. Secretary**

1. The H&I subcommittee elects its own secretary. The secretary must have one year clean. The position's responsibilities include keeping an accurate set of minutes of all subcommittee meetings. These minutes are to be properly typed, approved by the chairperson, and distributed to all subcommittee members within two weeks following the subcommittee meeting. The secretary is also responsible to keep the following records:
  - a. A file of all correspondence to and from the subcommittee
  - b. An ongoing file of all subcommittee minutes and the policies of the various facilities the subcommittee works with.
  - c. An updated list of all subcommittee members.
  - d. An updated list of all members willing and eligible to be panel members

### **D. Panel Coordinator**

1. The coordinator is elected as needed by the H&I subcommittee. The requirements are one year clean, a strong NA message of recovery, and six months previous involvement in the area H&I subcommittee. The coordinator must attend all regular H&I subcommittee meetings, and is responsible to maintain a regular and ongoing link of communication with all of the facilities we take H&I meetings into.

### **E. Panel Leader**

1. Panel leaders are elected as needed by the H&I subcommittee. There is a required one year clean, a strong NA message of recovery, and six months previous involvement in area H&I. She or HE must attend all regular H&I subcommittee meetings.
2. The panel leaders are responsible for all aspects of the meeting/presentation such as keeping supplies (literature, serial publications, etc.), and making sure the meeting begins and ends on time.
3. The panel leaders are to maintain a link of communication, keeping the H&I chairperson aware of any problems that affect the meeting/presentation. Panel leaders should have regular communication with the panel coordinator to ensure that all is as it should be.

### **F. The Panel**

1. The panel leader selects a pane from the current H&I volunteer list. The panel also includes a member who is currently in the H&I panel orientation process (this member is there to observe and learn only). No panel member is to have less than six months clean. The panel should never consist of less than two, or more than five members. These panel members should be made aware of all their responsibilities by the panel leader during the orientation stage.