

Western North Carolina Area of Narcotics Anonymous Hospitals and Institutions Subcommittee

Policies and Guidelines

April 24, 2010

July 18, 2016

Definition and Purpose of Hospitals and Institutions Subcommittee

The H&I subcommittee of the WNCANA Service Committee 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.”

This concept should always be our primary concern. This will insure that when an addict who is housed in a correctional facility, hospital, or recovery house reaches out for recovery, Narcotics Anonymous will be there. This committee is a subcommittee of the WNCANA Service Committee and is directly responsible to that committee.

H&I Meetings, Structure, and Functions

Persons carrying the message into the various facilities are bound by a set of rules and guidelines set forth by the individual institution accommodating the H&I subcommittee institutional meeting and by the H&I subcommittee of WNCANA as long as they do not conflict with the Twelve Traditions of NA. The H&I subcommittee is held accountable by and makes regular reports to the WNCANA.

The H&I subcommittee is to hold monthly meetings on the second Saturday of every month, co-ordinate the development of any new H&I presentations and meetings, and to make available literature to be distributed by Panel Leaders in the H&I institutional meetings. The H&I subcommittee operates on a budget that is approved and allocated by WNCANA.

The committee consists of a Chairperson, Vice Chairperson, Panel Co-coordinator, Secretary, Alternate Secretary, Literature Chair, Panel Leaders, Co-Panel Leaders, Alternate Panel Leaders, Panel Members, and Silent Panel Members. The Chairperson is elected at the WNCANA level. The other committee officers are elected by the H&I subcommittee members and voted into position by a majority vote of H&I subcommittee members.

Voting H&I subcommittee members include all persons who have been oriented in accordance with H&I guidelines and who have attended two consecutive H&I subcommittee meetings. Voting privileges are maintained by regular attendance at subcommittee meetings defined as not missing two consecutive meetings. Officers are elected for a one-year term (except as otherwise designated below) and are eligible for re-election to a second term of one year followed by two years of ineligibility in the same position.

Any H&I subcommittee officer, excluding the chairperson, may be removed from office by a

simple majority vote of the H&I subcommittee members. The Chairperson position is governed by the WNCANA policy. In the event that the Chairperson resigns, the Vice Chairperson assumes the duties of the Chairperson until the position is filled according to WNCANA policy.

RESPONSIBILITIES OF AREA H&I OFFICERS

The responsibilities of the subcommittee officers are shown below, but the list is only a summary. Officers will often do a lot more than this outline describes. The success of subcommittees depends upon the dedication and leadership of good officers.

Chairperson

1. Minimum clean time requirement is two (2) years.
2. Keeps order in the meeting.
3. Keeps discussion on the topic.
4. Prepares an agenda for each subcommittee meeting.
5. Ensures that the traditions are upheld in all matters.
6. Maintains a link of communication between the H&I subcommittee and the area service committee, including giving a monthly report to the ASC.
7. Attends each meeting of the regional H&I subcommittee and brings a report of its activities back to the area H&I subcommittee.
8. Works with the panel coordinator(s) to draft all correspondence to facilities served by the subcommittee.
9. Maintains meeting referral information about the fellowship so that panel leaders can refer those leaving an H&I setting for another area, to a meeting or helpline number.
10. May have other responsibilities, depending on the local H&I guidelines.

Vice Chairperson

1. Minimum clean time requirement is one (1) year.
2. Helps chairperson keep proceedings orderly.
3. Acts as chairperson in the case of chairperson's absence.
4. If the office of chairperson becomes vacant, serves as the chair until confirmed by the ASC or until a new chair is elected.
5. May have other responsibilities depending on the local H&I guidelines.

Secretary

1. Minimum clean time requirement is one (1) year.
2. Takes an accurate set of minutes at each monthly meeting, and distributes them to subcommittee members prior to the next meeting.
3. Keeps an updated volunteer list of members who would like to go to H&I meetings.
4. Maintains an ongoing file of all correspondence and minutes.
5. May have other responsibilities depending on the local H&I guidelines.

Literature Coordinator

1. Minimum clean time requirement is one (1) year.
2. It is the responsibility of the literature coordinator to distribute NA conference-approved literature and any other items the subcommittee uses in carrying the message, such as copies of *Reaching Out* and *The NA Way*, to the panel leaders. To assure accountability, a complete record of all transactions must be kept, and a report given at the regular subcommittee meetings. This

person should always be aware of the amount of literature being distributed so the panel leaders' literature requests remain prudent and the subcommittee can fairly distribute the literature without exceeding its budget. Regular audits should be done to ensure that the literature outlays are reasonable and accounted for.

The Panel

Gathering all the people needed to conduct the H&I meeting is the responsibility of the panel leader who puts together several members (a panel) to go and put on an H&I meeting/presentation at the facility. Here is a description of these positions:

Panel Coordinator

1. Minimum clean time requirement is one (1) year.
2. It is the panel coordinator's responsibility to see that the meetings/presentations are conducted in accordance with the policies of the H&I subcommittee and the rules of the facility. This person acts as the liaison between the H&I subcommittee and a given facility. A panel coordinator may be responsible for only one facility, several, or all the facilities that the subcommittee is working with. This will depend on the needs and conscience of the H&I subcommittee. In some areas the responsibilities the panel coordinator falls under the job description of one of the other officers, such as chairperson or vice chairperson. This would work in a smaller area but as the number of facilities you are dealing with grows, you may want to elect one or more panel coordinators to handle the job.

Panel Leader

1. Minimum clean time requirement is one (1) year. Term is six (6) months.
2. Panel leaders should be selected by the H&I subcommittee at its regular subcommittee meetings. The term should be six (6) months. The panel leader can decide what type of meeting to have by using one of the meeting formats.
3. The panel leader selects members of the fellowship to be panel members usually from the panel member list. The panel leader is responsible to ensure that the meeting starts and ends on time. Any problems should be reported to the panel coordinator and then included in the regular report to the H&I subcommittee.

Alternate Panel Leader

1. Minimum clean time requirement is one (1) year. Term is for one (1) year, with the expectation that the holder of this position may step up to the position of Panel Leader after six (6) months.
2. Alternate Panel Leaders should be selected by the H&I subcommittee at its regular subcommittee meetings.
3. Acts as Panel Leader in the case of Panel Leader's absence.
4. If the office of Panel Leader for a particular facility becomes vacant, serves as acting Panel Leader until confirmed by the H&I Subcommittee or until a new Panel Leader is elected.
5. Assists the Panel Leader in selecting members of the fellowship to be panel members.
6. An Alternate Panel Leader may attend the monthly H&I Subcommittee meeting and give a facility's monthly report in place of the Panel Leader

Panel Member

1. Six (6) months clean time required as well as willingness to share their experience, strength and hope.
2. This is the essential element of H&I work—the member who goes to share his or her

experience, strength and hope at the H&I meeting. Without these people, our H&I work would be completely impersonal at best.

3. Areas should develop some basic requirements for members who are to carry the message in H&I. A good understanding of the fellowship and the policies relevant to this H&I meeting is essential. A packet may be developed that will outline what is expected of panel members (see sample in Appendix A, page 101 H&I Handbook). Orientation of inexperienced members is a good idea. Have a new panel member attend the meeting to listen and observe the panel the first time or two. This will make them more aware of what their role on the panel will be.
4. A clean time requirement is important to ensure it is truly a message of recovery we are carrying and not just the disease. Although some areas will have to be more flexible with clean time, six (6) months continuous abstinence is a good minimum requirement. Some facilities will not have any clean time requirements, but we should still place this standard upon ourselves to ensure consistency of the recovery message. Some facilities will require more clean time than six (6) months, and we should try to work with them too, if the area has a sufficient number of members with the clean time who are willing to make the commitment.

Silent Panel Member

1. Three (3) months clean time required as well as a willingness to learn and listen.
2. After H&I orientation and coordination with Panel Leader, attends H&I meetings with Panel Leader and Panel Members but does not share during the course of the meeting.
3. Should always keep in mind that he/she may be seen as a representative of Narcotics Anonymous (even if silent) and that they should always responsibly conduct themselves while in a facility.

Additional Requirements and Guidelines

All H&I committee members must always follow the twelfth tradition guarding and protecting the anonymity of all clients in institutions.

Any member of the H&I subcommittee is automatically disqualified from H&I subcommittee membership upon relapse. Individuals may again be eligible when he/she complies with H&I subcommittee policies and procedures. Any Member not complying with said policy or fails to adhere to and abide by the policies and procedures of the institution may be relieved of all H&I subcommittee privileges.

H&I subcommittee members shall not engage or interfere with the policies, procedures or processes of any institution. This includes institutions being served, doctors, courts and/or its' representatives, and any other institution where an H&I subcommittee meeting may be held.

All H&I subcommittee institutional meetings must be under the direct supervision of a Panel Leader. Any new H&I subcommittee institutional meeting must be voted on by the H&I subcommittee and may not exist without representation of an approved Panel Leader.

All funds generated by fundraisers shall be used to purchase new literature for the H&I subcommittee. Expenses/costs of the fundraiser are to be deducted before funds are used to purchase literature.

Regarding policy and procedures for H&I presentations;

Types of Presentations: as always, when considering a format for any NA meeting the first this 5th tradition; each group has but one primary purpose to carry the message to the addict that still suffers. The format should provide a structure which ensures that the N.A message of recovery is carried.

Suggested Topics are as follows: any IP or selection format from the basic, H.O.W (honesty, open-minded and willingness), Surrender, Acceptance, the basics. If you are in a facility with long term treatment try and keep into steps 1-3.

Responsibilities of carrying the NA message:

Please do not volunteer for an H&I presentation if you are unsure you want or will be able to attend the presentation. If you are unable to attend an H&I presentation try and give the panel leader at least 24 to 48 hour notice so that he/she can invite someone else to the presentation. The panel leader is the only one that is allowed to invite people to the H&I meeting. Panel leaders are encouraged to rotate out panel members as often as possible so everyone may feel apart of. While sharing at an H&I presentation, avoid opinions on treatment and other outside issues focusing on our experience , strength and hope of N.A.

(Voted and added into Policy July 2016)