

# **DAYTONA AREA OF NARCOTICS ANONYMOUS 2017-2018 H&I SUB-COMMITTEE GUIDELINES**

## **DEFINITION AND PURPOSE OF THE H & I SUBCOMMITTEE**

The Daytona Area H&I Subcommittee is a volunteer group of Members of Narcotics Anonymous which exists for the purpose of carrying the NA message to addicts in hospitals, detox centers, treatment centers, jails, prisons and related facilities; whose residents have limited or no access to regular NA meetings.

The committee is a Subcommittee of the Daytona Area. We shall maintain effective liaison and complete accountability to that committee.

## **FUNCTIONS OF SUB-COMMITTEE**

- a.) Communication and disbursement of all information to and from all Panel Members through their Panel Coordinators
- b.) Distribution of Narcotics Anonymous literature to Panel Coordinators
- c.) To conduct a monthly Orientation Session prior to opening the business meeting
- d.) To conduct a monthly business meeting
- e.) To coordinate the development of any new H&I meetings/presentations
- f.) The elections of Panel Coordinators to communicate with the facilities and to conduct H&I meetings/presentations

## **ELECTED OFFICERS AND MEMBERS**

The H&I Subcommittee's officers shall consist of a Chairperson, Vice-Chairperson, Secretary, Panel Coordinators and Literature Coordinator. All officers are to be elected by a majority vote of the Sub-Committee present, except for the Chairperson, who is elected by the Area Service Committee. Eligible voting Members of the committee include; officers, Panel Leaders, Panel Members and Members who have been in attendance at two consecutive Subcommittee meetings. Any Member who is absent from two consecutive meetings shall lose their voting rights. Any officer, except for the Chairperson, may be removed from office by a majority vote of the H&I Subcommittee.

In the case of the Chairperson relapsing or resigning, the Vice-Chairperson shall automatically assume the position of the Chairperson until the next ASC where a vote of

acclamation will take place. The Vice-Chairperson may decline, however, in which the Area Chairperson will fill in until the Area is able to elect a new chairperson

## **QUALIFICATIONS AND DUTIES**

### **A. Chairperson**

Requires **1 year** of continuous clean time, plus a minimum of 6 months involvement in H&I service work.

1. Prepares the monthly Subcommittee Agenda; brings before the general meeting of the Subcommittee matters they should act on.
2. Carries out policies and orders for the Subcommittee
3. Appoints special Committee Members when required
4. Represents the H&I Subcommittee at the Area level and attends monthly ASC Meeting.
5. In case of a tie vote, chairperson has the deciding vote.

### **B. Vice-Chairperson**

Requires **1 year** of continuous clean time, plus a minimum of 6 months involvement in H&I service work.

1. Helps Chairperson keep proceedings orderly
2. Assumes the responsibilities of the Chairperson in the event of his/her absence
3. Coordinates Panels until a Panel Coordinator is elected
4. When possible fulfill committees that cannot be met by the Coordinators or Leaders

### **C. Secretary**

Requires **1 year** of continuous clean time, plus a minimum of 6 months involvement in H&I service work.

1. Takes minutes of all Subcommittee meetings and sends copy to Chairperson 2 weeks prior to ASC.
2. Copies and distributes those minutes
3. Keeps record of all Subcommittee Members, including telephone numbers

4. Keeps records of all hospital, institutional and recovery house guidelines, rules and regulations

5. Maintains updated list of all Panel Members

#### **D. Panel Coordinator**

Requires **1 year** of continuous clean time, plus a minimum of 6 months involvement in H&I service work

1. A 1 year commitment

2. Primary liaison Facility and Subcommittee

3. Attends monthly H&I Subcommittee meetings

4. Appoints Panel Leaders

5. Sees that Facilities meetings are alive and well

6. When possible attend any commitments Leaders cannot attend

#### **E. Panel Leader**

Requires **6 months** of continuous clean time

1. Leads or chairs Facility meetings

2. Appointed by Panel Coordinator

3. Gives monthly reports to Panel Coordinator

#### **F. Panel Member (Speakers)**

Requires **6 months** of continuous clean time

1. MUST attend an Orientation Session prior to joining H & I Service

2. Appointed by Panel Leaders

3. Comes in from the outside to carry the NA message

4. Should have a positive, hopeful attitude about recovery and a willingness to serve

5. Carries "a Clear NA Message"

#### **G. Panel Observer**

Requires **3 months** of continuous clean time

1. Comes in from the outside to observe and learn about the H&I facility meetings
2. Appointed by a Panel Leader or Coordinator

#### **H. Literature Coordinator**

Requires **9 months** of continuous clean time

1. Shall fill literature orders from Panel Coordinators
2. Shall keep a continuing record of all literature distributed
3. Shall make a report to the Subcommittee meeting on the literature inventory
4. Shall work with the Chairperson to insure that literature is obtained from the ASC per H&I budget
5. Shall audit distribution record on an ongoing basis to insure that request for literature are prudent and do not put the Subcommittee over budget

#### **ADDITIONAL GUIDELINES**

1. Any Member of H&I Subcommittee is automatically disqualified from any H&I actively upon relapse, but may again become eligible when he/she can confirm to their requirements herein set forth.

*\*\* Being clean for the purposes of the H&I Subcommittee shall be construed as freedom from the use of any narcotics including alcohol or involved with a Drug Replacement Program*

2. Any Member not conforming to these requirements or any other that may be added later, or who refuses to abide by the rules and regulations of facility, shall automatically be relieved of any H&I Subcommittee assignments

3. No NA meeting regularly under the auspices of the H&I committee shall be held in any facility except when directly supervised by the H&I Subcommittee or its delegated leader. This appointment must be acceptable to the facility being served

4. Any NA Member who is involved with a given facility on a professional or volunteer basis should not participate in the Panels serving the addict in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the

working ability and the privilege of the Subcommittee to carry the message inside of the facility. For these same reasons, no H&I Member may interfere with or use influence in any facility, court, or hospital; nor any judge, doctor, probation or parole officer. Furthermore, H&I Members will not make any comment or promises regarding employment, parole probation or medical problems. We carry only the message of NA:

***RECOVERY FROM ADDICTION THROUGH OUR SPIRITUAL PROGRAM.***

5. Length of clean time required by each facility is to be rigidly upheld by all H&I Panel Coordinators or Leaders.

6. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities and strongly discouraged by the H&I Subcommittee

7. Any Member of the H&I Subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being serviced with the expressed clearance of the authorities of the facility, if applicable

8. H&I Panel Members shall be responsible for the conduct in a facility and shall take responsibility to become informed in advance regarding the regulations of the facilities being served.

9. Only NA approved literature shall be dispersed to facilities

10. Basic Text, etc. (books) shall be distributed only by the approval of the H&I Subcommittee

11. Working with others, men with men and women with women. Some facilities house only men or only woman, other facilities house both men and woman but keep them separate. In these facilities, where your meetings will consist of only women, we feel strongly that only same sex NA Members should participate.

*\*\* Remember, our primary purpose is to carry the message of recovery, not to make our meeting more popular with addicts that we are trying to help. Problems that might arise in this*

*have the potential to seriously damage the credibility of NA. Experience has taught us that we can avoid these problems if we follow this simple guideline.*

12. You are reminded that the H&I Subcommittee exists to share the Narcotics Anonymous Message - our experience, strength and hope. H&I Members should try to get residents involved with the H&I meeting through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release

13. All Panel Coordinators will be held accountable to their commitment to service. Any Panel Coordinator who is continuously absent (2 or more consecutive meetings) from monthly H&I Subcommittee "can" be removed from position by a majority vote of the H&I Subcommittee. If a Panel Coordinator is voted out of service, position will then be open for nominations.

14. For additional information and suggestions on H&I service please refer to the W.S.C. H&I handbook.

#### 15. Adolescent Guidelines

16. Prior to entering all adolescent facilities all Panel Members/speakers will be prescreened using the internet sex offender web sites. National, State and DOC.

\*\* Screening will be conducted by the H&I Chairperson

\*\* H & I Chairperson will maintain a cleared addicts list making it available to Panel Coordinators (All non-cleared addicts information will be destroyed and kept confidential.)