

West Puget Sound Area H&I Subcommittee Guidelines

Purpose

Our mission is to provide Narcotics Anonymous meetings to hospitals and institutions that have limited or no access to regular "outside" meetings.

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

- The H&I Chairperson is elected by the area service committee as outlined in the WPSA Guidelines. Suggested requirements are two years cleantime, a minimum of one year experience doing H&I work, a strong NA message of recovery and shall regularly attend other NA meetings besides H&I panel/presentation meeting. The H&I subcommittee is directly responsible to the ASC through the H&I Chairperson.
- The Chair should attend all H&I subcommittee meetings and ASC meetings. The H&I Chairperson is a voting member of the regional H&I subcommittee and is required to attend all of its meetings. The Chair acts as a link of communication between the subcommittees, the ASC, and the regional H&I subcommittee.
- The Chair also makes sure a line of communication is maintained between the subcommittee and the individual facilities. The 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 panel coordinators and panel members comply with the H&I subcommittee and ASC policies, as well as the rules of the individual facilities.
- The Chair is responsible for giving a monthly report of all budget expenditures except literature disbursements, which the Literature Coordinator reports.
- The Chair should be aware of all matters that affect H&I in the West Puget Sound Area.

B. Vice Chairperson

- The H&I Vice Chairperson is elected by the area H&I subcommittee. Suggested requirements are one year cleantime, a minimum of six months doing H&I work, a strong NA message of recovery and shall regularly attend other NA meetings besides H&I panel/presentation meeting. The Vice Chair assumes the position of the Chairperson if the Chairperson is unable to serve, or until a new Chair is elected.

- The Vice Chair works with the Chair to maintain the smooth operation of the subcommittee.
- The Vice Chair is required to attend all H&I subcommittee meetings as well as ASC meetings. It is suggested the Vice Chair attend the regional H&I subcommittee meetings if possible.

C. Secretary

Suggested requirements are one year cleantime, a strong NA message of recovery, six months previous involvement in the area H&I subcommittee and shall regularly attend other NA meetings besides H&I panel/presentation meetings. The H&I subcommittee elects its own Secretary. The position's responsibilities include attending all subcommittee meetings and keeping an accurate set of minutes of all meetings. The Secretary is also responsible to keep these records:

1. A file of all correspondence to and from the subcommittee
2. An ongoing file of all subcommittee minutes
3. The written policies of supported facilities
4. An updated list of all subcommittee members
5. An updated list of all members willing and eligible to serve as panel members
6. Will have copies of volunteer applications for individual facilities available
7. A list of the point of contact for each facility

D. H&I Literature Coordinator

•The H&I subcommittee elects its own literature coordinator. Suggested requirements are one year cleantime, six months previous involvement in the area H&I subcommittee and shall regularly attend other NA meetings besides H&I panel/presentation meetings.

•The H&I Literature Coordinator is responsible for providing literature to the Panel Coordinators in the following manner: Panel Coordinators are to fill out a literature order form and present it to the Literature Coordinator. When the H&I Literature Coordinator presents the signed form to the literature disbursement person of the ASC, it can then be drawn from area funds budgeted for the H&I subcommittee. The H&I literature coordinator will then be responsible for delivering the literature to the panel coordinators.

E. Panel Coordinators

The coordinator is elected as needed by the H&I subcommittee. Suggested requirements are one year cleantime, a strong NA message of recovery, six months previous involvement in the area H&I subcommittee and meeting/presentation of that facility and shall regularly attend other NA meetings besides H&I panel/presentation meetings. The coordinator is required to attend all regular H&I subcommittee meetings. The coordinator is responsible for giving a monthly report to the H&I subcommittee and to maintain a regular and ongoing link of communication between their facility and the H&I subcommittee.

- Panel Coordinators are to maintain a link of communication, keeping the H&I Chair aware of any problems that affect the meeting/presentation.
- The Panel Coordinators selects a panel from the current H&I volunteer list.

F. Panel Member

Panel Members shall have no less than six months cleantime, and shall regularly attend other NA meetings besides H&I panel/presentation meetings. The panel should never consist of less than two nor more than five members unless they are holding an open meeting. These panel members should be made aware of all the responsibilities by the panel Coordinators , and shall be responsible for their own conduct in any facility. Panel Members shall have a strong message of recovery in Narcotics Anonymous.

- Any member of the H&I subcommittee is automatically disqualified from attending H&I panels upon relapse, but may again become eligible when he or she can meet the requirements in these guidelines.
- No member shall participate in any facility he or she is currently affiliated with, i.e. employed by, patient at, on supervision by, having known friends or relatives enrolled at that facility, etc.
- Any member not conforming to these requirements or any others which may be added later, or who refuses to abide by the policies of the facility being served, shall automatically be relieved of any H&I subcommittee assignments.
- Panel Members shall have completed an H&I Handbook based orientation before attending a meeting/presentation. All members need to be reorientated every 24 months.

G. Panel Observers

Panel Observers shall have no less than 90 days cleatime. Observers may be included on the panel at the Panel Coordinators discretion, and in accordance with facility requirements. Panel Observers will observe and learn only, not share. Panel Observers will have been orientated and familiarized with the policies of the facility at which they will be a guest.

Voting Eligibility

Voting participants shall be members of the West Puget Sound Area, will have attended an orientation in the past 12 months, and will have attended the subcommittee three times within the past six months.

Election of Trusted Servants

- All Positions will be a one year term
- No member can hold any position for more than two consecutive terms

- The Chairperson is nominated by the subcommittee and presented with its endorsement to the ASC in July to be elected

- The Vice Chair and Secretary will be elected at the September subcommittee

- Panel Coordinators will also be elected in September

General Information

No Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I subcommittee 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.

Length of clean time required by each facility is to be rigidly upheld by all Panel Leaders. Clean time, for the purposes of these guidelines, shall be defined as complete abstinence from all drugs.

Use of profanity or the use of vulgar stories in sharing is strongly prohibited by the authorities of all facilities, and therefore is strongly discouraged by the H&I subcommittee.

All changes in H&I meetings/presentations are to be approved at the subcommittee.

Relieving any member of their H&I assignment for non-compliance as stated in these guidelines, with the exception of the Chair, will be done by the subcommittee.

The West Puget Sound Area H&I Subcommittee will hold regularly scheduled orientations, held 30 minutes before each H&I subcommittee meeting.

An orientation may be given by the Coordinator of a facility to an eligible member in the event that it is needed before a regularly scheduled orientation. That member must also participate in the next regularly scheduled orientation in order to maintain orientation status.

These guidelines are subject to revision by the H&I subcommittee as needed.