

Extreme Northern Area H&I Subcommittee Guidelines and Procedures

Definition

The Extreme Northern Area Service Committee (ASC.) is made up of volunteer members from Narcotics Anonymous groups in the area.

Purpose

The Hospitals and Institutions subcommittee exists to carry the NA message of recovery from addiction to residents of facilities who are restricted from full access to regular NA meetings.

Hospitals and Institutions

These are defined as facilities which either incarcerate persons who may be addicts or have a goal of helping addicts to live clean as responsible and productive members of society. H&I does not assume responsibility for any meeting in a facility when that meeting is conducted by anyone other than the H&I subcommittee.

Literature

Only Narcotics Anonymous-approved literature, tapes approved for sale by the WSO, Reaching Out, and The NA Way Magazine may be taken into a facility by H&I. Literature or any of these other items will be distributed by the literature coordinator as set forth under that job description. Meeting schedules may be taken into some facilities. However, only conference-approved literature should be used in meetings/presentations.

Business Meetings

Business meetings shall be held not less than once monthly at a time and place designated by the membership. No business meeting shall last for more than one-and-one-half hours, except by vote to extend this time limit by the members present.

Membership

Any member of Narcotics Anonymous may become a member of H&I by filling out an information sheet and filing this with the H&I vice chairperson or secretary. All members are bound to comply with the clean time requirements of six months for H&I service eligibility. Clean time for the purpose of this subcommittee shall be construed as complete abstinence from all drugs. Any member of H&I may petition the subcommittee officers to vote on exceptions and approvals of clean time exceptions. A simple majority of the officers present may approve such requests.

Voting

Any member having attended previous business meetings within the past year is eligible to vote at business meetings.

Elections

Election of officers shall be held once each year in March with the officers elected taking over in April. This subcommittee elects all positions except chairperson, who is elected by the ASC.

Elected Officers

Members of H&I subcommittee shall be elected each year to fill the following positions:

1. Chairperson (by ASC)
2. Vice chairperson*
3. Secretary*
4. Literature distributor*
5. Panel coordinator*
6. HospitalityCoordinator

*voting will be in the form of "blind votes" to protect and honor anonymity

In all cases, the term of office is one year. All candidates for elected office must meet the qualifications stipulated in these guidelines. An officer may resign at any time. When an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the chairperson and approved by the H&I subcommittee at the next business meeting. Officers may succeed themselves by reelection only one time.

Appointed Positions

As necessary, individuals may be appointed by the chairperson in agreement with the vice chairperson to positions that fulfill a particular need.

Steering Committee/Administration Committee

The steering committee consists of all elected officers, the immediate past chairperson and all members serving in appointed positions. 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 Two. 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.

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 recovery requirements are strongly recommended:

- Elected officer of H&I 1 year
- Appointed position 1 year
- Literature coordinator 1 year
- Hospitality Coordinator 3 months
- Panel coordinator/Panel leader 1 year
- Panel member 6 months

All elected officers, those serving in appointed positions, and panel leader shall attend the regular monthly business meetings of Narcotics Anonymous H&I. For a panel leader, 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, and those serving in appointed positions, three consecutive months absence will be considered resignation.

Responsibilities and Duties

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

Chairperson

- a. Coordinates all NA 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 be done with the direct cooperation of the PR subcommittee.
- d. Is responsible for interchange of correspondence at the public level as well as all correspondence within NA 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 ASC.
- h. 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 chairperson 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 the Hospitals and Institutions subcommittee.
- e. Works with the panel leaders to assure that volunteers are placed as panel members.

Secretary

- a. Keeps a complete record in the form of minutes of every regular, special, and general subcommittee 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 meetings.
- d. Sends notices or makes telephone calls for special meetings.
- e. Maintains all necessary stationery 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 Hospitals and Institutions subcommittee.

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 distributed.
- 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.

Panel Coordinator/Panel Leader

- a. Shall keep in close contact and work with H&I elected officers and the panel leaders for the meetings/presentations for which he/she is the coordinator.
- b. Shall meet with administrators of facilities in the interests 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 conduct H&I meetings/presentations in the facility being served according to acceptable procedures.
- f. Shall inform the panel coordinator well in advance when unable to conduct a regularly scheduled meeting.
- g. 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.
- h. Shall be responsible for panel members in the meeting.
- i. May resign by giving notice to the H&I subcommittee.
- j. 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.

Panel Member

- a. Shall be at least six (6) months clean.
- 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. May resign as a panel member by giving notice to the panel leader.

Hospitality Coordinator

- a. Shall be at least three (3) months clean.

b. Shall be responsible for greeting new subcommittee members.

Other Requirements

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 in exchange for articles made by 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 to 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 meeting/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 the 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 NA in a bad light. Remember, your actions reflect not only on yourself, but on NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of NA H&I. ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY GUEST BEING TAKEN TO ANY H&I MEETING/PRESENTATION.