

Space Coast Area Service Committee - H&I Subcommittee Guidelines and Procedures

Definition

The Space Coast Area Service Committee (SCASC.) It 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.

The purpose of an H&I meeting/presentation is to carry the message to addicts in hospitals and institutions. H&I meetings/presentations, except for those in longer-term facilities, are intended simply to introduce those attending to some of the basics of the NA program.

Hospitals and Institutions

These are defined as facilities which either incarcerates 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 H&I 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 the H&I subcommittee by filling out an information sheet and filing this with the H&I 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.

Voting

To establish voting rights, a member of the H&I subcommittee must attend 2 consecutive subcommittee meetings, and upon the 2nd consecutive H&I subcommittee meeting they shall have voting privileges. Upon missing 2 consecutive H&I subcommittee meetings, the member is not permitted a vote on this committee until re-established. Only with an excused absence, voted by group conscience, may they still vote. (Attendance will be documented)

Elected Trusted Servants /Officers of the Steering/Administration Committee

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

In all cases, the term of office is one year starting in July. All candidates for elected office must meet the qualifications stipulated in these guidelines. A trusted servant/officer may resign at any time. When an elected trusted servant/officer becomes unable to perform the duties of that position/office, a successor shall be nominated and approved by the H&I subcommittee at the next business meeting. The successor shall fulfill the remainder of the term.

Trusted Servants/Officers may only serve two consecutive full terms.

Nominations

Nominations for all positions are to become open in the month of April. All nominees shall be present at the H&I subcommittee business meeting of April or May. Qualifications shall be stated and turned into the secretary with time for questions from the members of the H&I subcommittee. Nominations will close as of the end of the May H&I Subcommittee business meeting and be voted on at the June H&I Subcommittee business meeting. The Position Term will start as of the July H&I Subcommittee business meeting & end as of the start of the following July H&I Subcommittee business meeting. This Procedure is to coincide with the SCASC & FRSC election processes.

Steering Committee/Administration Committee

The steering/administration 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 subcommittee. This committee as a whole serves within the spirit of Tradition Two.

Any additional subcommittee meetings must be approved by the H&I subcommittee.

Ad-Hoc /Appointed Positions

As necessary, individuals may be appointed by the chairperson in agreement with the H&I subcommittee to positions that fulfill a particular need. When the task is completed the Ad-Hoc committee shall be disbanded.

H&I Panels

The purpose of an H&I meeting/presentation is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. This is accomplished through the operation of panels which visit facilities on a regular basis. These panels are usually made up of (1) a panel leader, (2) one to three panel members, and/or a qualified speaker.

Clean Time Requirements/Duties

Any member of Narcotics Anonymous who is a panel leader/member/qualified speaker with the H&I subcommittee, and who wishes to participate in a meeting/presentation in an institution, must have sufficient clean time to qualify under the requirements of the H& I subcommittee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from any H&I subcommittee trusted servants position.

- All elected trusted servants/officers, these serving in appointed positions, and panel leaders shall attend the regular monthly business meetings of the H&I subcommittee.
- For a panel leader, three panel or subcommittee 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 after voting rights are restored.
- In the instance of elected trusted servants/officers and those serving in appointed positions, three consecutive months absence will be considered resignation.
- Panel members are suggested to attend the H&I subcommittee business meetings but not required.
- Failure to follow Guidelines and Procedures may result in removal from the H&I subcommittee by a majority vote from the H&I subcommittee after one warning in H&I subcommittee business meeting.

The following recovery requirements are strongly recommended:

H&I Chairperson	2 Years
H&I Vice-Chairperson	1 Year
H&I Secretary	6 Months
H&I Appointed Position	1 Year
H&I Literature Coordinator	1 Year
H&I Panel Coordinator	1 Year
H&I Panel Leader	1 Year
H&I Panel Member	6 Months

Responsibilities and Duties

The responsibilities of each active member of the H&I subcommittee are set forth below:

Chairperson

- a. Coordinates all NA H&I activities.
- b. Presides at all regular, special, and general H&I 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 PI 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 H&I at the regular meetings of the SCASC.
- 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 SCASC 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 business meetings of the H&I subcommittee.
- e. Shall attend the regular business meetings of the SCASC on behalf of H&I subcommittee. This position is for training purposes for H&I subcommittee chairpersons position.

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 stationary 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 business meetings of the H&I 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 SCASC 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 H&I subcommittee over budget.

Panel Coordinator

- a. Shall keep in close contact and work with H&I subcommittee trusted servants/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. Works with the panel leaders to assure that volunteers are placed as panel members.

Panel Leader

- a. Shall conduct H&I meetings/presentations in the facility being served according to acceptable procedures.
- b. Shall inform the panel coordinator well in advance when unable to conduct a regularly scheduled meeting.
- c. Shall invite all panel members to the H&I subcommittee meeting and inform them of all the rules of the facility and the procedures for conducting the meeting.
- d. Shall be responsible for panel members in the meeting & bring any problems to the H&I subcommittee business meeting if necessary.
- e. May resign by giving notice to the H&I subcommittee.

Panel Member

- a. Shall be at least six (6) months clean to attend, four weeks attendance for orientation purposes before sharing.
- 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.

Other Requirements

Ex-residents of a correctional institution must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H&I subcommittee, to enter a county correctional facility.

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 subcommittee 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:

- It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
- It is unacceptable to give money to or take money from a resident.
- 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.
- It is unacceptable to give to or to take from a resident any correspondence of any type while visiting the facility.
- Guests and visitors should be cautioned against discussing employment, lodging, etc. (either the promise of, “looking for” or the securing of.)
- Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility and by many of the residents.
- It is unacceptable to give to or to take from a resident any personal information including addresses & phone numbers.
- Follow all Do’s and Don’ts as defined by NA World Services.

DO'S & DON'TS

DO'S

- Do Make directories of outside meetings available to residents.
- Do Clarify the rules with whomever you bring into the facility.
- Do Start and end on time!
- Do Emphasize that NA recovery is available to all addicts regardless of drug(s) used.
- Do Clearly state that Narcotics Anonymous is separate from the facility and from other fellowships.
- Do Involve residents with the meeting, especially those in long term facilities (readings, etc.).
- Do Obey the dress code, exercise common sense.
- Do Screen all panel members, speakers, and chairperson(s).
- Do Attempt to get all agreements in writing.
- Do Adhere to the security regulations at all times.
- Do Ensure that a clear NA message of recovery is carried by all panel members.

DON'TS!

- Don't Attend H&I facilities alone.
- Don't Emphasize using days while sharing an NA message of recovery.
- Don't Give anyone within the facility your address or telephone number.
- Don't Use excessive profanity
- Don't Break another person's anonymity.
- Don't Debate any issues involving facility rules, regulations, programs, or other fellowships.
- Don't Get involved in discussions on outside issues, remember why we are there.
- Don't Discuss conditions within the facility.
- Don't Discuss facility staff members with inmate(s).
- Don't Wear flashy jewelry and don't carry excessive cash.
- Don't Show favoritism to any resident(s).
- Don't Take messages or carry letters in or out of the facility.
- Don't Bring an NA member who has friends and/or family in the facility.
- Don't Ask what type of crime an inmate has been convicted of, or discuss guilt or innocence.
- Don't Accept money or gifts from, or give money or gifts to any inmate

Additional Resources

For more detailed information, refer to the Hospitals & Intuitions Handbook. More information may also be obtained from neighboring H&I committees. NA World Services may help in contacting others close to you with H&I experience. Sharing our experience, strength, and hope in this area of service can greatly enhance the ties that bind us together.

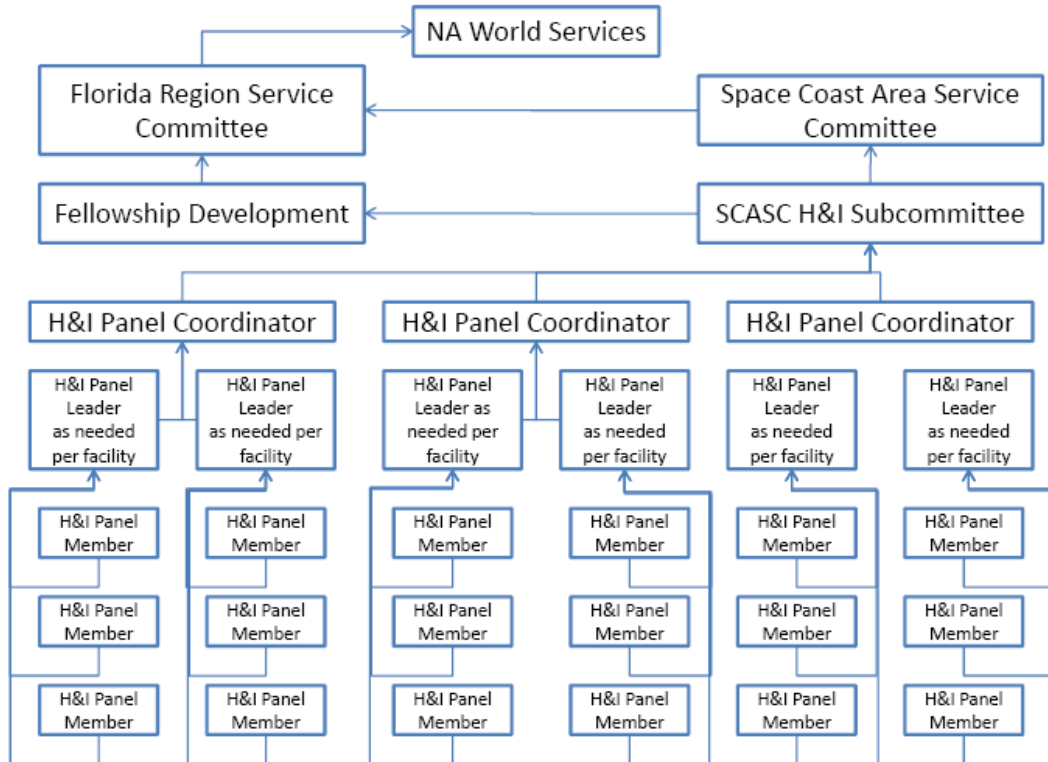
Always remember we are GUESTS of the facility and, therefore, MUST comply with their wishes.

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 trusted servants/officers of the H&I subcommittee 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 subcommittee.

ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY GUEST BEING TAKEN TO ANY H&I MEETING/PRESENTATION

H&I Service Structure



ADGENDA FOR MONTHLY SUBCOMMITTEE MEETING:

The monthly meeting is presided over by the H&I Chairperson. The agenda is as follows:

1. Welcome the subcommittee and open meeting with the Serenity Prayer.
2. Readings:
 - A. Purpose of the H&I Subcommittee.
 - B. The Twelve Traditions of NA.
3. Roll call of Trusted Servants and Panel Leaders.
4. Voting quorum established.
5. Observance of 7th Tradition.
6. Minutes of previous meeting are read and approved.
7. Meeting Reports by Panel Leaders
 - A. Elect new Panel Leaders for existing meetings if needed.
 - B. Report from Literature Coordinator.
9. Reports from ad hoc committees.
10. Old Business.
11. New Business.
12. Schedule next Subcommittee meeting.
13. Adjourn meeting with the Serenity Prayer.

Space Coast NA H&I Subcommittee

Literature Coordinator report

Name _____ Date _____

IP #	Description	Quantity	Price	Total
1	Who, what, how, and why			
5	Another look			
6	Recovery and relapse			
7	Am I an addict?			
8	Just for today			
9	Living the program			
11	Sponsorship			
12	Triangle of self obsession			
13	Youth and recovery			
14	One addicts experience			
16	For the newcomer			
19	Self acceptance			
20	H & I and the NA member			
22	Welcome to NA			
23	Staying clean on the outside			
2	For those in treatment			
	Just for today(paperback)			
	White booklet			
	Any other approved literature			
	Total Budget requested			

Any other Problems or Suggestions _____

H&I meeting format

- My name is _____ I will be your chairperson tonight.
- Lets open the meeting with a moment of silence for the addict who still suffers followed by the “we version” of the serenity prayer.
- To better get to know each other lets go around the room and introduce ourselves by our first name.
- We are members of NA who bring meetings in to those who are unable to attend regular meetings.
We are not affiliated with the facility and have no opinion on institution policies or procedures.
- There are three suggestions in NA
(Don't mention drugs by specific name.)
(No cross-talking or private conversations during meeting.)
(Limit sharing from 3to5 minutes to give others a Chance to share.)
- Would someone please read:
Who is an addict?
What is the NA program?
Why are we here?
How it works
~~Just for today~~
- Select topic or format for meeting. (Panel leaders choice.)

- **Approximately 10 minutes before meeting ends**
Announce literature available.
Meeting schedules.
Time after meeting to talk.

Have someone read 3rd paragraph of “We do recover.”

JFT

Please complete meeting log before leaving

No exchanging of phone numbers with clients.
(H&I handbook meeting guidelines pg. 29)

