

PIEDMONT AREA OF NARCOTICS ANONYMOUS 2020 HOSPITALS & INSTITUTIONS SUBCOMMITTEE GUIDELINES

Final 7/15/20

DEFINITION AND PURPOSE OF THE H&I SUBCOMMITTEE

The Piedmont Area Hospitals & Institutions (H&I) Subcommittee is tasked with making sure the Narcotics Anonymous (NA) message of recovery is carried into hospitals and institutions. The Subcommittee initiates, conducts, and coordinates all H&I meetings in the Area. Targets for meetings include but are not limited to: hospitals, detox centers, treatment centers, jails, prisons, recovery houses and related facilities where addicts do not have full access to regular NA meetings. The Subcommittee may also use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

FUNCTIONS OF SUBCOMMITTEE

- a) Since the committee is a subcommittee of the Piedmont Area Service Committee (PASC), we shall maintain effective liaison and complete accountability to that committee
- b) To coordinate the development of any new H&I meetings/presentations
- c) The election of qualified panel coordinators to communicate with the facilities, schedule H&I meetings/presentations and perform the duties outlined in the section on qualifications
- d) To conduct a monthly business meeting
- e) Communication and disbursement of all information to and from all panels will be primarily accomplished through the panel coordinators
- f) Distribution of Narcotics Anonymous literature to panel coordinators is done by submitting orders as determined by Area guidelines and budgets
- g) To conduct a monthly orientation session immediately following the business meeting (as needed)
- h) Maintain an ongoing file of all matters that concern H&I including:
 - a. Current **H&I Volunteer List**
 - b. Current **H&I Meeting List**
 - c. **Panel Orientation Package**
 - d. **Meeting Format Instruction Sheets**

ELECTED OFFICERS AND MEMBERS

Membership - H&I volunteers are considered voting Subcommittee members after:

- a) attending a business meeting
- b) going through the orientation process
- c) being updated on the **H&I Volunteer List**, and
- d) having been oriented at a minimum of 2 scheduled H&I meetings.

These are the requirements to be a Panel Member and be placed upon the **H&I Volunteer List**.

Officers - H&I Subcommittee officers shall consist of a Chairperson, Vice-Chairperson, Secretary, and Panel Leaders. All officers are to be elected by a majority vote of the Subcommittee present, except for the Chairperson, who is elected by the Piedmont Area Service Committee (PASC).

Eligible voting members of the Subcommittee include: Officers, Panel Leaders, Panel Members and any members who are on the current **H&I Volunteer List**.

Removal - Any officer, except for the Chairperson, may be removed from office by a 2/3 majority vote of the H&I Subcommittee. In the case of the Chairperson relapsing or resigning, the H&I Vice-Chairperson shall automatically assume the position of the Chairperson until the next PASC meeting where a vote of acclimation will take place. The Vice-Chairperson may decline, however, in which case the PASC Vice-Chairperson will fill in as acting H&I Chairperson until the PASC is able to elect a new H&I Chairperson.

QUALIFICATIONS AND DUTIES

Chairperson

Requires 2 years of continuous clean time, plus a minimum of 1 years involvement in H&I service work (please note that this is different than the standard 1 year clean time required for PASC Subcommittee Chair positions)

- a) Attends all H&I Subcommittee meetings and PASC meetings. The H&I Chairperson is encouraged to attend Regional H&I Subcommittee meetings
- b) Should attend some of the weekly (scheduled) H&I meetings, especially if just starting or needing attention
- c) Prepares the monthly Subcommittee agenda; brings, before the general meeting of the Subcommittee, matters they should act upon
- d) Responsible to prepare the budget with the Area Treasurer and give a monthly report of all budget expenditures except literature disbursements, which the Vice-Chairperson reports
- e) Carries out policies and orders for the Subcommittee and is knowledgeable about Area and H&I policies and guidelines
- f) Appoints special Subcommittee members when required
- g) In case of a tie vote, Chairperson has the deciding vote

Vice-Chairperson

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

- a) Assumes the responsibilities of the Chairperson in the event of his/her absence and is tasked with conducting the monthly meeting
- b) Panel Leaders are to place literature orders with the Vice-Chairperson. He/she will ensure the total requests do not exceed the Subcommittee budget and complete a single order to the PASC Literature Chair for all the meetings and distribute the materials to the Panel Leaders
- c) Shall keep a continuing record of all literature in the inventory maintained by H&I at the PASC location – this includes special H&I keytags, clean time celebration tokens, pamphlets, and other materials

- d) Coordinates panels until a Panel Leader is elected
- e) Holds orientation for new volunteers immediately following monthly subcommittee meeting (as needed)
- f) Periodically review **Panel Orientation Package** to insure it is up to date
- g) When possible, fulfills commitments that cannot be met by the Panel Leaders or volunteers

Secretary

Requires 6 months of continuous clean time, plus some involvement in H&I service work.

- a) Takes minutes of all subcommittee meetings and sends copy to Chairperson within 2 weeks of the prior H&I meeting
- b) Copies and distributes those minutes to all H&I Officers and Panel Leaders
- c) Keeps copies of all current **Meeting Format Instruction Sheets** and, if necessary and provided, records of all hospital; institutional; and recovery house guidelines, rules and regulations.
- d) Maintains the updated **H&I Volunteer List** that is our key source of volunteer info and membership. The list includes the volunteer Name, Email Address, telephone numbers, and clean date

Panel Leader

Requires 6 months of continuous clean time, plus a minimum of 3 months involvement in H&I service work.

- a) Elected to fulfill a 1 year commitment in this position and up to 2 years if willing and reconfirmed after the first year
- b) Acts as the primary liaison between the facility and the Subcommittee
- c) Responsible for scheduling approved volunteers to conduct meetings. The custom is to maintain the schedule with commitments from volunteers a month or more in advance. Panel Leaders should make an effort to schedule and rotate all volunteers. It is suggested that the Panel Leader or long-time Panel Member attend with a new volunteer for orientation purposes
- d) Responsible for other aspects of the meeting such as keeping supplies, i.e. chips, literature etc.
- e) Attends all regular H&I Subcommittee meetings. The Panel Leader will be replaced at the second consecutive absence unless prior notice and arrangements were approved of by the Subcommittee, or he/she has submitted a report in writing to the Chairperson. It is the Panel Leader's responsibility to see that the Chairperson actually receives the report. Submitting a written report, without making prior arrangements with the Subcommittee, should only be done in unusual circumstances
- f) Submits a short report each month a few days before the H&I Subcommittee meeting that includes the date each meeting was conducted, who led the meeting, the number of attendees, any issues outstanding or changes to the contact/facility/etc. as well as the schedule of volunteers for the upcoming month
- g) Appoints and maintains contact with Panel Members, following up after each meeting to ensure that all is as it should be and makes sure to communicate any facility requirements, regulations, and federal rules covering H&I meetings (when applicable, especially for meetings conducted at correctional facilities)

- h) Sees that facility's meetings are alive and well by keeping an open line of contact with the facility
- i) When possible, attends any commitments which Panel Leaders/Members cannot attend

Panel Members & Meeting Chairpersons

Requires 3 months of continuous clean time, [6 months for Jail & Correctional center meetings]

- a) MUST attend an H&I orientation session prior to joining H&I service even if volunteer has experience from another Area or is being added back to the H&I volunteer list after an absence or relapse
- b) Meeting Chairpersons are normally familiar with the facility and have experience as a Panel Member. The Meeting Chairperson will follow the **Meeting Format Instruction Sheet** to ensure that a message of recovery and order is maintained and is asked to communicate to the Panel Leader a report on the number of people attending, the need for supplies, and any other important information
- c) Must be familiar with Subcommittee and facility rules
- d) Ensures that supplies are available at the facility (including, but not limited to: clean time celebration tokens, literature, **Meeting Format Instruction Sheet**, meeting schedules) and that the meeting/presentation goes as scheduled
- e) Panel Speakers that come in from the outside to carry the NA message must be pre-approved by the Panel Leader and added as such on the **H&I Volunteer List**
- f) Above all – Panel Members must carry "a Clear NA Message"

OVERALL MEETING GUIDELINES

- a) Use the **H&I Volunteer List** to engage all interested volunteers in a monthly schedule that includes at least 2 volunteers – a Meeting Chairperson & Member for each meeting. Attending meetings alone is Not advised
- b) Make certain that the **Meeting Format Instruction Sheet** and needed supplies/literature are maintained for each meeting
- c) New volunteers are encouraged to attend meetings in order to become oriented but no more than 2 volunteers plus the Panel Members should attend at the same time
- d) 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 but not prior unless at outside meetings
- e) For the reasons stated above, it is the policy of the Subcommittee that volunteers do NOT give phone numbers to clients in H&I meetings
- f) 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
- g) 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
- h) Only NA approved literature shall be dispersed to facilities
- i) Basic Text, etc. (books) shall be distributed only by the approval of the H&I Subcommittee

ADDITIONAL GUIDELINES

1. Any Member of H&I Subcommittee is automatically disqualified from any H&I activity upon relapse but may again become eligible when he/she can conform to the requirements herein set forth
2. Any Member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of facility, shall be identified for removal by the Panel Leader and allowed to state a case in front of the H&I Subcommittee during New Business. A vote will be taken to determine the volunteer's removal from service at which time that volunteer will immediately be relieved of any H&I Subcommittee assignments
3. Any NA Member who is involved with a given facility on a professional basis should not participate in the panels serving the addict(s) in that facility.
4. This Subcommittee will only recognize H&I meetings that are listed on the **Current H&I Meeting List**. Individual members of the Subcommittee should not take it upon themselves to start H&I meetings. Request for new H&I meetings are reviewed and approved by the Subcommittee
5. H&I members will not make any comment or promises regarding employment, parole, probation, legal or medical problems
6. For jails and correctional facilities, it is required that personal relationships and contact follow the strict guidelines of the facility. This normally means no contact whatsoever with any residents while serving on that panel. If there is some reason the volunteer cannot follow this policy, simply ask to be removed from that panel
7. Length of clean time required by each facility is to be rigidly upheld by all H&I Panel Leaders
8. Working with others, men with men and women with women -- Some facilities house only men or only women, other facilities house both men and women 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 where possible

STANDARD MONTHLY H&I MEETING AGENDA

- ✓ Call to Order
- ✓ Serenity Prayer, 12 Traditions, 12 Concepts
- ✓ Roll Call and Introductions – note Attendees
- ✓ Approval of Minutes
- ✓ Panel Reports
- ✓ Open Forum
- ✓ Old Business
- ✓ New Business
- ✓ Elections
- ✓ Literature Order
- ✓ H & I Volunteer List Review and Updates
- ✓ New Volunteer Introductions and Orientation