

Inland Empire Foothills Area Hospitals & Institutions Subcommittee Guidelines

DEFINITION AND PURPOSE

The Inland Empire Foothills Area H&I Subcommittee is a volunteer group of members of Narcotics Anonymous which exists to carry the clear N.A. message of recovery from addiction to residents of facilities who are restricted from full access to regular N.A. meetings. This committee is a subcommittee of the Inland Empire Foothills ASC. We shall maintain effective liaison and complete accountability to that committee.

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-half hour, except by vote to extend this time limit by the members present.

LITERATURE

Only Narcotics Anonymous approved literature, tapes approved for sale by the WSO, "Reaching Out" and "The N.A. Way" magazines may be taken into the facility by H&I. Meeting schedules may be taken into some facilities, however only conference approved literature should be used in meetings.

MEMBERSHIP

Any member of Narcotics Anonymous may become a member of H&I by attending the H&I business meeting. All members are bound to comply with the clean time requirements of six months for H&I service eligibility to participate. Clean time for the purpose of this subcommittee shall be construed as complete abstinence from all drugs.

VOTING

Only active H&I members are eligible to vote on H&I business. Attendance at two (2) consecutive H&I business meetings constitutes active membership. Three (3) consecutive absences at H&I business meetings constitutes inactivity.

ELECTIONS

Elections of officers shall be held once each year in June, with the officers elected taking over in August. This subcommittee elects all positions, to be affirmed by the ASC.

ELECTED OFFICERS

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

- 1) Chairpersons (by ASC)
- 2) Vice Chairperson
- 3) Secretary

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 re-election only one time. As necessary, individuals may be appointed by the chairperson, in agreement with the vice chairperson, to positions that fulfill a particular need.

In the instance of elected officers and those serving in appointed positions, two (2) consecutive months absence will be considered resignation without showing proper cause.

QUALIFICATIONS AND DUTIES OF OFFICERS

A. **CHAIRPERSON** - Requires one year of uninterrupted clean time, plus a minimum of six months involvement in H&I.

- 1) Coordinates all N.A. H&I activities
- 2) Presides at all regular, special and general subcommittee meetings
- 3) Shall represent Narcotics Anonymous H&I at the regular meetings of the ASC
- 4) Shall attend regional-H&I subcommittee meetings
- 5) Coordinates H&I panels and contacts facilities
- 6) Receipts of all purchases available to ASC

B. **VICE CHAIRPERSON** - Requires a minimum of one year uninterrupted clean time and six months involvement with the area H&I subcommittee

- 1) The Vice Chairperson assumes the responsibilities of the chairperson in the event of his/her absence
- 2) Works closely with the chairperson
- 3) Attends the regular meetings of the H&I subcommittee

C. **SECRETARY** - The requirements for this position includes at least six months uninterrupted clean time.

- 1) Takes minutes of all subcommittee meetings and keeps records of them
- 2) Keeps record of all subcommittee members, including addresses and telephone numbers. Makes copies readily available for H&I members.
- 3) Keeps records of any hospital, institution and recovery home guidelines, rules and regulations.
- 4) Shall attend the regular meetings of the H&I subcommittee.

D. **PANEL COORDINATOR** - Requires at least one year uninterrupted clean time, experience as a panel member (6 months minimum) and a willingness to be of service. Elected by the H&I subcommittee at one of its regular meetings and after being cleared by the facility when necessary.

- 1) Attends the regular H&I subcommittee meetings (as per voting requirements)
- 2) Should be familiar with the subcommittee and facility rules
- 3) Reminds the panel members of both the facility's and the subcommittee rules

E. **PANEL LEADER** - Is required to communicate with Panel Coordinator.

- 1) The panel leader selects a panel from the current H&I volunteer phone list.
- 2) Makes panel members aware of all their responsibilities.
- 3) Makes sure all the supplies (literature etc ...) are available and the meeting goes as it is scheduled.

F. **THE PANEL** - The panel is selected by the Panel Leader.

- 1) No panel member is to have less than six (6) months continuous abstinence from all drugs.
- 2) All panel members must have an NA sponsor and working knowledge of the 12 Steps.
- 3) The panel should never consist of less than two (2) nor more than five (5) members.
- 4) These panel members should carry only the message of recovery of Narcotics Anonymous.

GENERAL INFORMATION

- 1) Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
- 2) Any member not conforming to these requirements of any others which might be added later, or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I subcommittee assignments,
- 3) Any N.A. 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 privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court or hospital, nor with any judge, doctor, probation or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course these members may participate on panels going to other facilities where they have no affiliation.
- 4) Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
- 5) 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.
- 6) You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message - our experience, strength and hope. H&I speakers should try to get residents involved with the meeting through reading materials. A personal contact may not be established with any resident. No personal information shall be shared (phone numbers etc).