

Inland Empire Foothills Area Hospital & 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 limited and/or 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 45 minutes, except by vote to extend this time limit by the members present.

LITERATURE

Only Narcotics Anonymous approved literature, audio approved for sale by the **WSO**, "Reaching Out" and "The N.A. Way" magazines may be taken into the facility by H & I. Meeting directories 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 without reports at H & I business meetings constitutes inactivity.

ELECTIONS

Nominations of officers shall be held once each year in April and May, with elections held in June. Newly elected officers will take over in July. This subcommittee elects all positions, the chair 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) Chairperson
- 2) Vice Chairperson
- 3) Secretary
- 4) Literature

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 2 years of continuous clean time, 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 and shall provide a copy of the minutes to the ASC secretary.
- 4) Shall attend Regional H & I subcommittee meetings.
- 5) Oversees H & I panel coordinators and contacts facilities when necessary.
- 6) Keeps receipts of all purchases available to ASC.

B. **VICE CHAIRPERSON** - Requires a minimum of one year continuous 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 and of the ASC.
- 4) Attends Regional H & I subcommittee meetings on a quarterly basis.

C. **SECRETARY** - The requirements for this position includes at least one year continuous clean time and six months involvement with the area H & I subcommittee.

- 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 the H & I members and ASC.
- 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.
- 5) Will provide a copy of the monthly minutes to the H & I Chairperson.

D. **LITERATURE** - The requirements for this position includes at least one year continuous clean time and six months involvement with the area H & I subcommittee.

- 1) Fills and places literature order at ASC.
- 2) Keeps literature receipts and presents a copy to Chairperson.
- 3) Passes out literature to **panel coordinators** at the H & I subcommittee meeting.

E. **PANEL COORDINATOR** - Requires at least one year continuous 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, if necessary, cleared by the facility.

- 1) Attend the regular H & I subcommittee meetings (as per voting requirements).
- 2) Must be familiar with the subcommittee and facility rules.
- 3) Provides a copy and reminds the panel members of both the facility's and the subcommittee rules.
- 4) Will submit all applications for facilities requiring clearance.
- 5) Will provide all the supplies (literature, etc...) to the panel leaders.
- 6) All new panel members must attend their first H & I panel with the coordinator.

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

- 1) The panel leader selects a qualified volunteer member of NA (as membership requirements).
- 2) Makes panel members aware of all their responsibilities, the facilities guidelines and the do's and don'ts of H & I.
- 3) Makes sure all the supplies (literature etc...) are available and that the meeting goes as scheduled.

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

- 1) No panel member is to have less than six (6) months continuous clean time from all drugs.
- 2) In regards to correctional facilities requiring clearance, a minimum of one year continuous clean time is required.
- 3) All panel members must have an NA sponsor and working knowledge of the 12 steps.
- 4) The panel should not consist of less than two (2) nor more than four (4) members for an hour and a half panel and no more than three (3) for an hour panel.
- 5) The panel member must carry only a clear 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 purpose of this H & I subcommittee shall be defined as complete abstinence from all drugs.
- 2) Any member not conforming to these requirements or 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 shall 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, and 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 active 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 clean time required by each facility is to be rigidly upheld by all H & I members.

- 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...)
- 7) Guidelines are to be reviewed during the month of July on a biennial basis. Next guideline review is scheduled for July 2017.