



## Area H&I Subcommittee Policy

### Definition and Purpose

The H&I subcommittee of the Suncoast Area Service Committee is a group of men and women, members of Narcotics Anonymous, who believe in the concept: "TO ASSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY WE PROVIDE THE NECESSARY SERVICES."

This concept should always be our primary concern. This will insure that when an addict who is housed in a correctional facility, hospital, or recovery house reaches out for recovery, Narcotics Anonymous will be there.

The committee is a subcommittee of the Suncoast Area Service Committee and is directly responsible to that committee.

### Functions of the H&I Subcommittee

- To carry the message and to disperse literature to all facilities through our H&I panels.
- To conduct a monthly business meeting.

### Officers

A service board of officers shall consist of a chairperson, a vice chairperson, and secretary.

Any subcommittee officer or member who relapses will automatically be removed from the subcommittee. A subcommittee officer is removed after missing two (2) monthly H&I subcommittee meetings.

In case of resignation, the vice chairperson shall automatically assume the position of chairperson until the ASC elects a chairperson.

If the vice chairperson cannot or will not assume the position, the ASC vice chairperson will act as H&I chairperson until the ASC fills the position. In the event of resignation by the secretary, the position will be held open for a period of one month or until a willing member from the fellowship is found to serve in the position.

### Qualifications and Duties of Officers

- A. Chairperson. It is suggested that the chairperson have one year clean time, plus a minimum of six (6) months activity in H&I work. The chairperson will be

- elected by the ASC at its annual meeting in November for a term of one year in accordance with their guidelines. Responsibilities include:
1. Bring before the general meeting of the subcommittee matters that that should be acted upon by the subcommittee.
  2. Carry out policies and orders for the subcommittee.
  3. Attend ASC meetings
  4. Attend RSC H&I subcommittee meetings
- B. Vice Chairperson. Vice chairperson should have at least one year clean time and six (6) months experience in H&I work. Responsibilities include:
1. Assume the responsibilities of chairperson in the event of the chairperson's absence.
  2. Help coordinate H&I meeting/presentations by acting as a panel coordinator.
  3. Assure that all panel leaders have adequate literature for their meetings by acting as a literature coordinator.
- C. Secretary. Secretary should have at least one year clean time. Responsibilities include:
1. Record minutes of all subcommittee meetings.
  2. Copy and distribute those minutes.
  3. Keep record of all subcommittee members, including address, telephone numbers, and email addresses.
  4. Keep copies of hospital, institutional, and recovery house guidelines, rules and regulations.
- D. H&I Panel Leaders. H&I Panel Leaders should have at least one year clean time and six (6) months activity in H&I work. To qualify for Panel Leader position and the candidate must attend three (3) consecutive regularly scheduled H&I subcommittee meetings. Responsibilities include:
1. Invite panel members to the H&I meeting/presentation and, in general, do all the things necessary to conduct the meeting.
  2. Communicate regularly with the panel coordinator (vice chairperson) inform him/her of any problems with the meeting/presentation.
  3. Make a report on the H&I meeting to the H&I subcommittee at each subcommittee.
  4. Obtain any supplies that are running low for the meeting/presentation at monthly H&I subcommittee meeting (i.e., literature, copies of reaching out, etc.)
  5. Failure to present a report to the H&I subcommittee at two (2) consecutive monthly meetings could result in removal as a panel leader.
- E. H&I Panel Members. H&I Panel Members should have at least six (6) months clean time and a willingness to serve. S/He shall be qualified and assigned by the H&I subcommittee, and cleared by the facility whenever necessary. H&I Panel Members are required to:
1. Become familiar with the H&I meeting/presentation format.
  2. Become familiar with subcommittee and facility rules

3. Be able to share a message of recovery while upholding the 12 Traditions of Narcotics Anonymous.
- F. H&I Panel Observers. H&I Panel Observers must have at least sixty (60) days clean time and be cleared by the facility whenever necessary. H&I Panel Observers sole purpose is to observe and learn the H&I meeting/presentation format.

IN ORDER TO QUALIFY FOR ANY OF THE OFFICES OF CHAIRPERSON, VICE CHAIRPERSON, SECRETARY, OR PANEL LEADER, THE H&I MEMBER MUST ATTEND THE H&I SUBCOMMITTEE MEETING AND INFORM THE SUBCOMMITTEE OF THEIR DESIRE TO SERVE.

## **General Information**

1. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse. The member who relapses can again become eligible for H&I service by conforming to the requirements of these guidelines. Being clean, for the purposes of the H&I subcommittee, shall be defined as complete abstinence from all drugs.
2. Any member not conforming to these requirements, or any guidelines that might be added later, or who refuses to abide by the rules and regulations of the facility being served, shall be automatically relieved of any H&I subcommittee assignments.
3. NO Narcotics Anonymous meeting/presentation conducted under the auspices of the H&I subcommittee shall be held in any facility, except when directly supervised by the H&I subcommittee or its designated leader. This appointment must be acceptable to the facility being served.
4. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panel serving the addicts in that facility. This guideline is intended to avoid possible conflict and the potential damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside this facility. For the same reasons, no H&I member will interfere with or use influence in any facility, court, hospital, with any judge, doctor, probation, or parole officer. We only carry the message of Narcotics Anonymous—recovery from addiction through our 12 Steps and spiritual program. Members with relationships to facilities are encouraged to participate in panels and meetings serving facilities with whom the member has no previous relationship.
5. Length of clean time required by each facility is rigorously upheld by the H&I subcommittee. Panel Leaders must assure that all Panel Members and speakers attending a facility meet these requirements.
6. 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.
7. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the

- subcommittee with the express clearance of the authorities of the facility and possibly the approval of their judicial officer, if applicable.
8. H&I Panel Members shall be responsible for their conduct in any facility and they shall take responsibility to become fully informed in advance regarding the regulations of the facilities being served.
  9. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will have full knowledge of their responsibilities in connection with their individual commitments.
  10. You are reminded that the H&I subcommittee exists to share the message of Narcotics Anonymous—our experience, strength, and hope. H&I speakers and panel members should try to get residents involved with the meeting/presentation through reading materials and direct sharing. A personal contact should be established with any resident upon their release.

## **Policy Addendums**

- 06.12 H&I Literature. Only H&I subcommittee-approved literature may be distributed at H&I meetings. Subcommittee-approved literature includes all items on the H&I Literature Order Form. The *Just For Today* meditation book is also subcommittee-approved literature for utilization and distribution at H&I meetings.
- 07.01 Panel Leader Requirements. All Panel Leaders must attend and make a report at each monthly H&I subcommittee. Those Panel Leaders unable to attend an H&I subcommittee meeting should designate a Panel Member or other member to submit report of their meeting(s) to the committee. Missing two (2) consecutive H&I subcommittee meetings can result in the removal of the Panel Leader from this position.
- 07.01 Panel Member Requirements. To become qualified as a Panel Member for an H&I meeting/presentation, the member must attend two (2) consecutive monthly H&I subcommittee meetings and at least one H&I meeting/presentation as a Panel Observer. To maintain good standing, Panel Members must attend at least one H&I subcommittee meeting per quarter (minimum 4 meetings per year)