H&I Subcommittee Policy
Unity Springs Area of Narcotics Anonymous

Definition and purpose of the H&I subcommittee

The Unity Springs Area H&I subcommittee is a volunteer group of members of Narcotics Anonymous which exists for the purpose of carrying the NA message to addicts in hospitals, detox centers, treatment centers, jails, prisons and related facilities; whose residents have limited or no access to regular NA meetings.

This committee is a subcommittee of the Unity Springs Area. We shall maintain effective liaison and complete accountability of that committee.

Functions of subcommittee

1) **Communication and disbursement of all information to and from all the panel members through their panel coordinators.**
2) **The distribution of Narcotics Anonymous literature to panel coordinators**
3) **To conduct a monthly business meeting**
4) **To provide an H&I service representative for the participation in the Regional H&I subcommittee**
5) **To coordinate the development of any new H&I meeting/presentations**
6) **The elections of panel coordinators to communicate with the facilities and to conduct H&I meetings/presentation**

Elected Officers and Members

The H&I subcommittee's officers shall consists of a chairperson, vice chair, secretary, panel coordinators, and literature coordinators. All officers are to be elevated by a majority vote of the subcommittee present, except for the chairperson and vice chair, who is elected by the Area Service Committee.

Eligible voting members of the committee include; officers, panel leaders, panel members, and members who have been in attendance at 2 consecutive subcommittee meetings. Any member who is absent for 2 consecutive meetings shall lose their voting right.

Any officer, except for chairperson, may be removed from office by a majority vote of the H&I subcommittee.

In the case of the chairperson relapsing or resigning, the vice chair shall automatically assume the position of the chairperson until the next ASC where a vote of acclamation will take place. The vice chair may decline, however, in which the Area vice Chair will fill in until the Area is able to elect a new chairperson.

Qualifications and Duties

A) **Chair**

Requires 2 years of continuous clean time, plus a minimum of 6 months involvement

in H&I work. This is a one year commitment.

1) Prepares the monthly subcommittee agenda; before the general meeting of the subcommittee matters that should act on.
2) Carries out policies and orders for the subcommittee
3) Appoints special subcommittee members when required
4) Represents the H&I subcommittee at the Area level and attends monthly ASC meeting
5) In case of a tie vote chairperson has deciding vote
6) Fill literature orders from panel coordinators
7) Keep and continuing record of all literature inventory
8) Make a report at subcommittee meetings on literature inventory
9) Audit distribution record on an ongoing basis to insure that requests for literature are prudent and do not put the subcommittee over budget.

B) Vice Chair

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

1) Helps chairperson keep procedures orderly
2) Assumes the responsibilities of the chairperson in the event of his/her absence
3) Coordinates panels until panel coordinator is elected
4) When possible fulfill commitments that cannot be met by coordinators or leaders

C) Secretary

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

1) Takes minutes of all subcommittee meetings and sends copy to the chairperson
2) Copies and distributes the minutes
3) Keeps records of all subcommittee members, including email addresses and telephone numbers
4) Keep records of all hospital; institutional; and recovery-house guidelines, rules, and regulations.
5) Maintains updated list of all panel members

D) Alt Secretary

Requires 60 days of continuous clean time. This is a two year commitment.

1) Assumes the responsibilities of the secretary in the event of his/her absence

E) Panel Coordinator

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

1) Primary liaison between facility and committee
2) Attends monthly H&I subcommittee meetings
3) Appoints panel leaders
4) Sees that facilities meetings are alive and well
5) When possible attends any commitments leaders cannot attend

F) Panel Leader

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

1) Leads and chairs facility meetings
2) Appointed by panel coordinator
3) Gives monthly reports to panel coordinator

G) Panel member (Speakers)

Requires 6 months of continuous clean time.

1) Appointed by panel leaders
2) Comes in from the outside to carry the NA message
3) Should have positive, hopeful attitude about recovery and a willingness to serve
4) Carries "A clear NA message"

H) Panel Observer

Requires 3 months of continuous clean time.

1) Comes in from outside to observe and learn about H&I facility meetings
2) Appointed by a panel leader or coordinator
3) Does not share at H&I meeting

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. Being clean for the purpose of the H&I subcommittee shall be construed as freedom from the use of any narcotics including alcohol or any mind altering drugs.
2) Any member not conforming to these requirements or any other that may be added later, or who refuse to abide by the rules and regulations of said facility, shall automatically be relieved of any H&I subcommittee assignments.
3) Any NA 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 conflicts and the resulting damage to (a) the inmate or patient inside or (b) the working ability and the 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 comment or promises regarding employment, parole probations, or medical problems. We carry only the message of NA: RECOVERY FROM ADDICTION THROUGH OUR SPIRITUAL PROGRAM.
4) Length of clean time required by each facility is to be rigidly upheld by all H&I panel coordinators and or leaders.

5) Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of the facility and strongly discouraged by the H&I subcommittee.
6) Any member of the H&I subcommittee on parole will only be allowed to participate in or attend a H&I meeting in any facility being served w the expressed clearance of the authorities of the facility, if applicable
7) H&I panel members shall be responsible for the conduct in a facility and shall take responsibility to become informed in advance regarding with the regulations of the facilities being served.
8) Only NA approved literature shall be dispersed to facilities.
9) Basic Text, etc (books) shall be distributed only by the approval of the H&I subcommittee
10) 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 separated. In these facilities, where your meetings will only consist of women, we feel strongly that only same sex NA member should participate. Remember, our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help. Problems that arise in this have the potential to seriously damage the credibility of NA. Experience has taught us that we can avoid the problems if we follow these simple guidelines.
11) You are reminded that the H&I subcommittee exists to share that NA message- our experience, strength and hope. 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.
12) All panel coordinators will be held accountable to their commitment to serve. Any panel coordinator who is continuously absent (2 or more consecutive meetings) from monthly H&I subcommittee "can" be removed from position by majority vote of the H&I subcommittee. If a panel coordinator is voted out of service, position will then be open to nominations.
13) Guest speakers and observers are not allowed to give out phone numbers to clients or inmates at facilities
14) For additional information and suggestion on H&I service please refer to W.S.C.. H&I handbook
15) Adolescent Guidelines

    Prior to entering all adolescent facilities all panel members/speakers will be pre-screened using the internet sex offender web site. National, state and DOC.

    *Screening will be conducted by H&I Chair and vice chair

    *H&I chair and vice chair will maintain cleared addict list. Making it available to Panel Coordinators as needed.

16) Any addict going into that specific H&I facility require a minimum of one year out of that treatment center.

*All non cleared addicts' information will be destroyed by chair and vice chair and kept confidential.