

West Suburbs Area Hospitals and Institutions (H&I) Sub-Committee Policy

APPROVED - MAY, 2008

Purpose

The H&I sub-committees primary purpose is "To carry the Narcotics Anonymous message of recovery into hospitals and institutions whose residents have restricted access to regular NA meetings." An H&I meeting/presentation may also be held where such a meeting better suits the needs of the addicts within the facility.

Functions of the committee

- A) Conduct a monthly business meeting where committee elections (other than the chair person, who gets elected at WSASCNA) and the disbursement/coordination of all information, literature and service efforts directed toward the development of any new H&I meetings/presentations with the PR sub-committee.
- B) To fulfill the WSASCNA sub-committee requirements. (See WSASCNA area policy p.7)

Sub-committee positions

All but panel leaders and panel members are sub-committee officers.

Chairperson- *two years suggested clean time/one-year term*

(The only position elected at WSASCNA)

- A) Presides at all sub-committee meetings
- B) Attends the area service committee meetings and regional H&I sub-committee meetings to gather and provide all pertinent information/literature, including but not limited to the volunteer sign up sheets, and submitting sub-committee reports.
- C) Serves as a liaison to the PR sub-committee.
- D) Trains his/her replacement after elections for that position.

Vice Chairperson- *one year suggested clean time/one-year term*

- A) Assumes responsibilities of chairperson in the absence of, or resignation of the chairperson, if resignation, fills in until a chairperson is elected by WSASCNA.
- B) Works closely with the Chairperson on all projects and business pertaining to the H&I sub-committee.
- C) Supports the facility coordinators/panel leaders to ensure that all of the H&I responsibilities and obligations are properly fulfilled.
- D) Fills in any vacant officer position
- E) Trains his/her replacement after elections for that position.

Secretary- *one year suggested clean time/one-year term*

- A) Keeps a complete record in the form of minutes of all regular, special, general subcommittee meetings and elections.
- B) Keeps a complete and updated record of contact information and clean dates of all sub-committee members.
- C) Contacts all members in the event of a special meeting.
- D) Provides updated copies of the sub-committee minutes and H&I facility assignment forms at the sub-committee meeting.
- E) Keeps a master copy and has available copies of the H&I sub-committee forms/documents i.e. sign-up sheets, panel report forms, orientation packets, motion forms, H&I meeting formats.
- F) Keeps a copy of only the current and updated H&I policy and has one available at every H&I meeting.
- G) Trains his/her replacement after elections for that position.

Literature Distribution Chairperson- *one year suggested clean time/one year term*

- A) Shall fill literature orders before the end of the sub-committee meeting.
- B) Shall keep a record of monthly purchase and distribution of literature.
- C) Shall provide a monthly report and literature order.
- D) Shall have H&I handbooks available for review at every H&I meeting.
- E) Trains his/her replacement after elections for that position.

Phone List Coordinator- *six months suggested clean time/one year term*

- A) Maintains an updated volunteer contact sheet and provides copies at the sub-committee meeting.
- B) Updates the phone list twice every year.
- C) Trains his/her replacement after elections for that position.

Volunteer Coordinator- *two years suggested clean time or at least two years of H&I experience/one year term*

- A) Will receive all new H&I sign up sheets from the Chairperson on a monthly basis.
- B) Will contact all new potential volunteers and do an initial screening.
(This screening will consist of gathering all pertinent information to help guide the new volunteer to the correct facility coordinator etc.)
- C) Forwards all relevant information of any potential volunteers to the phone list coordinator.
- D) Supports all facility coordinators/panel leaders by assisting in providing speakers and utilizing the people who signed up.
- E) Provide orientation for new sub-committee members when there is not a facility coordinator.
- F) Trains his/her replacement after elections for that position.

Facility Coordinators- *one-year suggested clean time & facility requirements, one year term*

- A) Shall provide literature, guidance and support by instructing the panel leader(s) of facilities requirements, regulations, and general rules covering meetings/presentations to ensure that all of the H&I responsibilities and obligations are properly fulfilled.

- B) Keeps a regular open line of communication with the facility for which he/she coordinates and when necessary calls the facility at least 2 hours in advance if a meeting/presentation will not take place.
- C) Shall turn in a monthly facility/panel report to the sub-committee.
- D) Will provide details of facility and introduce new coordinators to facility contact.
- E) Trains his/her replacement after elections for that position.

Panel Leaders- *one-year suggested clean time, facility requirements / one year term*

- A) Responsible for all aspects of the meeting/presentation such as keeping supplies, (literature etc.) bringing in and preparing qualified speakers by advising them of the facility and H&I guidelines.
- B) Shall provide a monthly panel report to the facility coordinator or sub-committee if there is not a facility coordinator.
- C) Trains his/her replacement after elections for that position.

Panel Member- *Six months suggested clean time, facility requirements / six month term*

- A) Shall take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader.
- B) Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
- C) Shall always keep in mind that he/she/ may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
- D) Trains his/her replacement after elections for that position.

Sub-Committee Meetings

- A) All newly elected sub-committee members will receive an orientation packet and must attend an orientation before beginning the position.
- B) All elected officers and Panel leaders without facility coordinators are required to attend the sub-committee meeting.
- C) Any member with the desire to serve on the H&I sub-committee in any form must be voted in at the sub-committee meeting and attend an orientation when appropriate.
- D) Eligible voters on the H&I sub-committee include: all subcommittee members and any additional attendees who have been in attendance at three sub-committee meetings in the last six months.
- E) Elections will be held in March for all sub-committee positions (except chair).

Sub-Committee Positions

- A) The officers are responsible to support meetings/presentations and temporarily fill open positions.
- B) All officers may visit and support any west suburban H&I meeting/presentation, as long as they meet the facility requirements.
- C) The officers are responsible to spearhead the start up of any new meeting/presentations, and may fill in as panel leaders etc until a panel leader is elected and properly orientated.
- D) All officers must be able to lead an orientation whenever appropriate.

Sub-Committee Meeting Format

1. Moment of silence
2. Service prayer
3. Read the traditions
4. Take five minutes to review then approve the minutes of the previous meeting.
5. Officers/panel leader reports
6. Elections
7. Old Business
8. New Business
9. Open Forum
10. Schedule next sub-committee meeting
11. Closing prayer

General Information

Panels

- A) An H&I panel should never consist of less than two, nor more than five members.
- B) Panel leaders should strive to select speakers who carry a strong, clear NA message.
- C) Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: a) the inmate or patient inside, and/or b) the working ability and privilege of the sub-committee to carry the message inside the facility.

Potential new meeting/presentation facility contact procedure

- A) The Sub-committee chairperson /or appointed officer must contact the facility ASAP, identify the contact person and gather all pertinent information per their request.
- B) The sub-committee will then act accordingly depending on the sub-committees ability to fulfill the request (unless it does not fall under the H&I sub-committee responsibilities where as we must contact the appropriate service committee ASAP).
- C) If a meeting with the facility is the appropriate next step, two sub-committee officers, and/or members with a minimum of one year H&I sub-committee experience must meet with the facility contact person(s). A member of the PR sub-committee should be invited to attend when appropriate.
- D) All initial contacts with new facilities should be with the H&I subcommittee support/knowledge.