

YASC NA H&I Guidelines

Definition and Purpose

The purpose of the Yavapai Area Service Committee of Narcotics Anonymous Hospitals and Institutions Subcommittee (further referred to as H&I) is to further our primary purpose by carrying the message of NA to addicts in hospitals and institutions, who do not have regular access to outside meetings. This is done with the intention 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 H&I subcommittee members are to share only about their recovery from the disease of addiction through working the program of NA at these opportunities. This subcommittee is a part of YASC and directly responsible to YASC. H&I funding will directly come from YASC, or projects/activities designed to carry the message of NA in our community.

H&I Committee Members

All active members of the H&I subcommittee must complete an orientation prior to participating with any H&I presentation. This orientation will be conducted by H&I chair, vice chair, or facility coordinator as needed/designated for all potential interested H&I members. This subcommittee is open to any member of NA who wishes to participate with H&I.

Suggested Clean Time Requirement & Expectations of Committee Members

- + All members of the H&I subcommittee must carry a clear and consistent Narcotics Anonymous message.
- + All H&I subcommittee members are expected to practice the principles of recovery through NA.
- + Panel Leader = 1 year clean time, six months experience with H&I, familiar with guidelines/procedures and/or knowledge and experience
- + Panel Member = 6 months clean time, been involved with this subcommittee for 3 months prior to participating in an H&I presentation.

The membership on the H&I subcommittee is a privilege - not a right. All members are required to work the 12 Steps of NA preferably with an NA sponsor. All members must have a growing awareness of the 12 Traditions of NA and the 12 Concepts of NA Service while carrying out their commitments to the H&I subcommittee. As a subcommittee we will work on the traditions and concepts at our monthly meetings to foster this growing awareness, as many addicts are not accustomed to learning these.

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A preliminary focus on these Traditions should include awareness of the following:

✦ **Tradition One:** Unity - WE back each other up and support each other.

✦ **Tradition Two:** There is but one ultimate authority a loving God as He may express Himself. Our leaders are but trusted servants. None of us is "in charge or more important than any other member."

✦ **Tradition Five:** WE carry the message to the addict still suffering. This is our primary purpose - This is the NA message - not a combined message of a multitude of other fellowships, psychiatry, non NA fellowship approved literature, religion or alternative therapy.

✦ **Tradition Six:** WE never endorse any outside facility. Example" Such & such treatment center is better than..." WE do not provide detox or drug education programs.

✦ **Tradition Eight:** WE are not professionals- our service centers may employ professionals. WE are not providing any legal assistance, professional counseling, group therapy or medical advice. The facilities may have a staff member present to monitor or maintain client behavior - this has nothing to do with our fellowship or our meetings. WE cooperate with facility staff, but they do not share at our presentation.

✦ **Tradition Ten:** WE have no opinions on outside issues. Every H&I panel meeting occurs in an **outside** location. Therefore WE have no opinion of the facility, the rules, the staff or anything that happens outside of our NA meeting.

✦ **Tradition Twelve:** PRINCIPLES before Personalities...It doesn't matter who you are with on an NA panel - It's about carrying a clear message of recovery through Narcotics Anonymous.

H&I panel members who are not able to follow these guidelines and Traditions will be redirected by the Panel Leader at the time of the occurrence. This includes discussing outside issues or inappropriate topics during an H&I presentation. Any areas of concern or inappropriate behavior will be reviewed at the next H&I subcommittee meeting. Panel members can have their privileges to participate in H&I suspended. All Panel Leaders will report on each presentation to the H&I Subcommittee Chair prior to the next YASC Area Meeting.

Literature:

Only NA Fellowship approved literature and local or regional NA meeting schedules may be brought into the facility by the Panel Leader, with facility approval.

Business Meetings

H&I subcommittee business meetings will be held once a month. The date, time and location of the next meeting will be announced prior to the end of current meeting. Business meetings will last no longer than 1 1/2 hours with any unfinished business to be tabled to next month. All members need to commit to their participation for the next month H&I panel prior to the close of the business meeting.

All H&I subcommittee members are required to attend the monthly subcommittee meeting. If a member is unable to attend they are responsible to notify the subcommittee chair, vice chair or secretary prior to the start of the meeting.

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Business Meetings (continued)

All H&I subcommittee members are eligible to vote at every subcommittee business meeting once they have attended their second meeting. Subcommittee members may not vote at your first subcommittee meeting. When a subcommittee member misses two consecutive meetings they will forfeit their voting privilege until they have attended two consecutive meetings of this subcommittee.

Qualifications and Responsibilities of this Subcommittee

H&I Chairperson: Elected annually by the YASC in December, for a term of one year, in accordance with YASC Guidelines. Suggested requirements for this position are: A willingness to serve in this capacity. Three years Clean Time with minimum of one year H&I experience.

Responsibilities include:

- + Bring before the subcommittee the items that require action.
- + Carry out policies and orders of the subcommittee.
- + Attend YASC meetings. Provide a monthly report of all H&I panel presentations at the YASC.
- + Attend Regional H&I subcommittee meetings as the communication link between the subcommittee, the YASC and the Regional H&I subcommittee.
- + Ensures that a link of communication is maintained between the subcommittee and the individual facilities. This communication is done by the Panel Coordinator if one is in place or the chair.
- + Responsible to ensure all panel leaders, panel members comply with the H&I guidelines as well as the rules of the facility.
- + If orientation is done, need to notify secretary immediately so they may add new member to phone list

H&I Vice Chair: Appointed by the H&I subcommittee chair. Suggested requirements for this position are: A willingness to serve in this capacity. Two years Clean Time with minimum of six months H&I experience. Responsibilities include:

- + Assume the responsibility of the chairperson in their absence.
- + Help coordinate H&I meetings or presentations.
- + Act as a Panel Leader.
- + Attend YASC meetings.
- + Attend Regional H&I subcommittee meetings.

H&I Secretary: Appointed by the H&I subcommittee chair. Suggested requirements for this position are: A willingness to serve in this capacity. Six months Clean Time with minimum of three months H&I experience.

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Responsibilities include:

- + Record minutes of all H&I subcommittee meetings.
- + Email business meeting minutes to all members
- + Record attendance at the business meetings.
- + Keep records of all subcommittee activities, current members, phone lists and assignments up to date.

H&I Literature Coordinator: Appointed by the H&I subcommittee chair. Suggested requirements for this position are: A willingness to serve in this capacity. Three months Clean Time.

Responsibilities include:

- + Fill literature requests from the facility coordinator
- + Keep a continuing record of literature distributed to Facility coordinator
- + Report at subcommittee meetings all literature distributed.
- + Work with chairperson to ensure that necessary literature is obtained from YASC per allocated budget.
- + Audit distribution records on a quarterly basis to ensure that requests for literature from facility coordinators are prudent and within the confines of established budgets.

H&I Facility Coordinator: Appointed by the H&I subcommittee chair. Suggested requirements for this position are: A willingness to serve in this capacity. One year Clean Time with minimum of six months H&I experience.

Responsibilities include:

- + Work closely with chairperson, vice chairperson and panel leaders for their assigned facilities. Compile a schedule of the approved subcommittee members for the locations and ensure there is appropriate coverage for each H&I presentation.
- + Communicate with the chairperson and vice chairperson of any obstacles or problems with facilities or panels,
- + Inform the subcommittee of any needed supplies or literature for the facilities.
- + Maintain a file of all hospital, institution and recovery house guidelines, agreements and correspondence and put in binder at facility for panel leader to orientate before meeting.

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H&I Panel Leader: Appointed by the H&I subcommittee chair. Suggested requirements for this position are: A willingness to serve in this capacity. One year Clean Time with minimum of six months H&I experience. Responsibilities include:

- + Invite panel members to participate in an H&I presentation. Ensure that all panel members are aware of the specific rules and dress codes established by the facility at the time of the invitation.
- + Redirect any panel member who is violating the Traditions, the facility guidelines or conducting themselves in an inappropriate manner.
- + Communicate with the facility coordinator of any obstacles or problems with facilities or panels,
- + Inform the facility coordinator of any needed supplies or literature for the facilities.
- + Adhere to all the rules of the facility.

H&I Panel Member: Suggested requirements for this position are: A willingness to serve in this capacity. Six months Clean Time with minimum of three shadows. Responsibilities include:

- + Follow the direction of panel leader during presentations.
- + Take an active role in a presentation as requested by the panel leader.
- + Adhere to all the rules of the facility.

General Information

- + Subcommittee members must be 21 years of age and completely off probation to be eligible to participate at the Juvenile Detention Center per the facility rules.
- + Subcommittee members who are below age 21 or remain on any form of probation can be utilized on panels at facilities other than Juvenile Detention
- + H&I subcommittee members will not make any promises or comments on potential employment, personal employed at facility, issues inside of facility, parole, probation, after-care, sponsorship or medical and legal matters. Remember our Sixth & Tenth Traditions- these are all examples of outside enterprises and outside issues.
- + All subcommittee members must conform to these guidelines and the information presented at the H&I orientation.
- + All subcommittee members must also comply with the rules, regulations and policies of each individual facility we serve.
- + Subcommittee members may be removed or suspended from their ability to serve on this subcommittee if they are unable to comply as specified above.

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General Information (continued)

- ✦ The H&I subcommittee chairperson has the authority to suspend involvement of any H&I subcommittee member(s) based on their inability to comply. This procedure is done by calling together the H&I subcommittee. The involved H&I subcommittee member will be invited to attend and participate in this meeting. The H&I subcommittee chair will present the reason or reasons for suspension. The involved H&I subcommittee member will be allowed to present their side of the situation. The final decision will be made by consensus of the H&I subcommittee. In the event a resolution cannot be reached at this level, the chair will seek guidance from Arizona Regional H&I Subcommittee.
- ✦ Subcommittee members are automatically disqualified from further involvement on this subcommittee in the event of a relapse. Subcommittee members will be re eligible when they have met the clean time requirements as outlined. Clean time refers to total abstinence from all mood and mind altering chemicals.
- ✦ The H&I panel members are ultimately responsible to keep their H&I presentation commitment. If they are unable to attend a scheduled presentation they must attempt to find appropriate replacement from current H&I subcommittee phone list and contact the panel leader and chair.
- ✦ All H&I presentations are conducted under the auspices of the YASC H&I subcommittee. There are no H&I presentations conducted without this involvement of the H&I subcommittee.
- ✦ H&I subcommittee members who are involved with a facility on a professional or volunteer basis, in any capacity other than NA, should not participate on these panels or presentations to the addicts in that specific facility. This subcommittee's intent is to prevent potential conflicts of interest and/or negative consequences for the following:
 1. H&I Subcommittee
 2. H&I Panel members
 3. Inmates or clients of facility.
- ✦ H&I subcommittee members also will not interfere with or use their influence in any facility, court, hospital, treatment center or recovery house with any officials, of that establishment, on an inmate or client's behalf.
- ✦ Clean Time will vary within individual facilities and will be enforced by this subcommittee.
- ✦ All H&I subcommittee members are responsible for their own conduct, actions and behaviors in each facility, including the parking lot prior to entering the facility.
- ✦ We strongly discourage excessive profanity, inappropriate or vulgar story telling including war stories.
- ✦ We may be someone's first and only contact with a Basic Text and the fellowship of Narcotics Anonymous. Let us be a positive influence!
- ✦ Every H&I subcommittee member will have a copy of these guidelines as well as the Orientation packet including the Do's and Don'ts of H&I work. It is your responsibility to understand and comply with this information.

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General Information (continued)

- + WE CARRY A CLEAR MESSAGE OF RECOVERY FROM ADDICTION THROUGH WORKING THE STEPS, TRADITIONS, AND CONCEPTS OF NARCOTICS ANONYMOUS.
- + OUR PRIMARY PURPOSE OF THIS SUBCOMITTEE IS TO CARRY THE MESSAGE TO THE ADDICT THAT STILL SUFFERS.
- + REMEMBER WE CAN ONLY KEEP WHAT HAS FREELY BEEN GIVEN TO US BY GIVING IT AWAY. Please be honest with yourself and others- WE CAN'T GIVE AWAY WHAT WE DON'T HAVE