

# Yavapai H&I Guidelines

## Definition and Purpose

The purpose of the Yavapai Area Service Committee (YASC) 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. H&I subcommittee members are to share only about their recovery from the disease of addiction through working the program of NA with the intention of introducing NA basics. This subcommittee is a part of YASC and directly responsible to YASC. H&I funding will come directly from YASC 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 and be familiar with the guidelines 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 who has met suggested requirements.

## Literature

Only NA Fellowship approved literature and local or regional NA meeting schedules may be brought into the facility 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 the current meeting. Business meetings will last no longer than 1 1/2 hours with any unfinished business to be tabled to next month.

All H&I subcommittee members should attend the monthly subcommittee meeting if possible.

All H&I subcommittee members are eligible to vote at every subcommittee business meeting once they have attended their second meeting.

## Elected Subcommittee Officers

Members of H&I Subcommittee shall be elected each year to fill the following positions:

- a) Chairperson (by YASC)
- b) Vice Chairperson
- c) Secretary
- d) Literature Coordinator
- e) Facility Coordinators for each facility

Suggested Requirements and Responsibilities per position to follow:

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## **H&I Chairperson**

Elected annually by the YASC in December (Starts in January) 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:

- Coordinates all H&I Subcommittee meetings.
- Carrying out policies and orders for the Subcommittee.
- Bring before the subcommittee the items that require attention.
- 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, 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 Facility Coordinator if one is in place, or the chair.
- Responsible for ensuring all panel members comply with the H&I guidelines as well as the rules of the facility.
- Cooperates with the YASC PR/PI Subcommittee.
- Able to complete orientation with new members and train facility coordinators on this process. If orientation is done, need to notify secretary immediately so they may add new member to phone list
- Acts as Facility Coordinator when necessary.

## **H&I Vice Chair:**

Elected by the H&I subcommittee.

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 responsibilities of the chairperson in their absence.
- Works closely with chairperson and helps coordinate H&I meetings/presentations where necessary.
- Attends all regular subcommittee meetings.
- Works with facility coordinators to ensure panels are filled and guidelines are upheld.
- Acts as facility coordinator when necessary.
- Attends YASC/Region meetings.

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## **H&I Secretary:**

Elected by the H&I subcommittee.

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.

Responsibilities include:

- Record minutes of all H&I subcommittee meetings.
- Email business meeting minutes to all committee members.
- Keep records of all subcommittee activities, current member phone list, and facility contacts/special instructions list up to date.
- Type/prepare materials necessary for distribution to subcommittee members.

## **H&I Literature Coordinator:**

Elected by the H&I subcommittee.

Suggested requirements for this position are: A willingness to serve in this capacity. 3 Months Clean Time.

Responsibilities include:

- Fill literature requests from the facility coordinators/other subcommittee needs.
- Keep a continuing record of literature distributed to Facilities.
- Report at subcommittee meetings all literature distributed/acquired and keeps inventory/records up to date.
- Work with chairperson to ensure that necessary literature is obtained from YASC per allocated budget.

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## **H&I Facility Coordinator:**

Elected by the H&I subcommittee.

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 members to ensure coverage for all panels at their facility each month with qualified members. This includes sending reminders to members for panels each week.
- Completes orientations with new members. If orientation is done, notify secretary immediately so they may add new member to phone list.
- Inform the subcommittee of any needed supplies or literature for the facilities.
- Maintains relationship with facility. This includes providing the secretary with information to maintain an up-to-date file of all facility contact information, specific guidelines, agreements, and correspondence.
- Familiar with guidelines, procedures, and knowledge/experience in relation to the Narcotics Anonymous 12 steps/Traditions.
- Communicate with the chair/vice chair any obstacles or problems with facilities/members

## **H&I Panel Member:**

Suggested requirements for this position are: A willingness to serve in this capacity. Six months Clean Time with minimum of 3 shadows OR prior committee approved NA experience/orientation (see page 5).

Responsibilities include:

- Take an active role in a presentation and be able to share a clear message of recovery through Narcotics Anonymous.
- Adhere to all the rules of the facility.
- Has completed YASC H&I Orientation. Has read guidelines and agrees to follow the guidelines/meets qualifications specified. OR prior committee approved NA H&I Experience.
- Redirect any other panel member who is violating the Traditions, our guidelines, 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.
- Always keep in mind that they may be seen as a representative of Narcotics Anonymous and should behave responsibly.

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## H&I Shadowing Panel Member:

- Has at least 90 days clean.
- Can do a reading (supporting panel members to remind new members to use NA language)
- Must have been through an Orientation with a qualified member prior to entering a facility.

## Suggested Clean Time Requirement & Expectations of Committee Members

- Members should be familiar with guidelines, procedures, and knowledge/experience in relation to the Narcotics Anonymous 12 steps/Traditions.
- 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.
- A panel member is to have 6 months clean minimum to share, meet their shadowing/ orientation requirements (see below), and meet all qualifications in the orientation.
- Has been through an H&I Orientation and is familiar with the subcommittee guidelines.
- Involvement in all aspects of H&I service is suggested. Attending the H&I business meeting when possible helps to fill the calendar promptly and improves the overall function of the Subcommittee.

<b>Tier 1: 18 months or less and new to NA</b>	<b>3 shadows/minimum 6 months clean before speaking</b>
<b>Tier 2: 18 months through 4 years</b>	<b>Prior NA experience approved by the subcommittee/ 1 shadow</b>
<b>Tier 3: 4 years or more</b>	<b>Prior NA experience approved by the subcommittee/ No Shadow</b>

\*\*\*Case by case basis for all members approved by committee. The nature of the tiers is to encourage participation while also ensuring a clear NA message is shared and subcommittee guidelines are respected\*\*\*

Membership on the H&I subcommittee is a privilege - not a right. All members are required to work the 12 Steps of NA 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.

# Yavapai H&I Guidelines

**A preliminary focus on practicing our Traditions should include awareness of the following:**

+ Unity - WE back each other up and support each other.

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

+ 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.

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

+ WE are not professionals - WE are not providing any legal assistance, professional counseling, group therapy or medical advice. The facilities will have a staff member present to monitor and 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.

+ 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.

+ 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.

# Yavapai H&I Guidelines

## General Information

- H&I panel members who are not able to follow these guidelines and Traditions will be redirected by the supporting panel member at the time of the occurrence. This occurrence is to be shared with the Facility Coordinator and H&I Chair for further consideration. 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 facility coordinators are to report incidences quickly to the H&I Chair/Vice Chair prior to the next Subcommittee Meeting about any incidents at their panels.
- Juvenile Hall and the Prescott Jail have their own set of specific guidelines regarding various things such as age, criminal history, and dress code. Please respect any guidelines in your badging process for either facility.
- H&I subcommittee members will not make any promises or comments on potential employment, issues inside of the 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.
- Panel Members cannot participate on a panel until it has been 60 days past their involvement with that facility.
- The H&I subcommittee chairperson has the authority to suspend involvement of any H&I subcommittee member(s) based on their inability to comply as specified above. 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 the Arizona Regional H&I Subcommittee.
- We are not employees of the facility, it is required that our facilities have a staff member present (or under surveillance) during the duration of our panels. This is to keep our panel members safe and out of conflicts. If you are at a panel and see there is no staff member, ask them to get one. After the panel, bring this to the facility coordinator for that facility so they can address the situation.

# Yavapai H&I Guidelines

- 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 immediately contact the facility coordinator and attempt to find an appropriate replacement from the current H&I subcommittee phone list.
- 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 be a part of these panels or presentations we bring to that specific facility. This subcommittee's intent is to prevent potential conflicts of interest and/or negative consequences for the the H&I Subcommittee, Panel Members, or inmates/clients of the facility.
- H&I subcommittee members also will not interfere with or attempt to influence any facility official on behalf of an inmate or client.
- Clean Time requirements will vary within individual facilities and will be enforced by this subcommittee.
- We as a subcommittee have voted to not put the Identity Statement in our H&I meeting formats - remember some of the attendees may not yet know which fellowship they identify with, this is to ensure everyone attending the panel is welcome regardless of their language. It is helpful to explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA, and the Sixth Tradition of NA).
- All H&I subcommittee members are responsible for their own conduct, actions, and behaviors in each facility. This includes the entire property and parking lot prior to entering the facility, remember you are representing NA when you serve on an H&I Panel.
- We strongly discourage excessive profanity, inappropriate or vulgar storytelling, and war stories.
- We may be someone's first and only contact with the fellowship of Narcotics Anonymous. Let us be a positive introduction!
- Every H&I subcommittee member will have a copy of these guidelines as well as the Orientation packet. It is your responsibility to understand and comply with this information.

# Yavapai H&I Guidelines

- Do not discuss outside issues, including any medical or clinical issues related to their treatment or incarceration.
- WE CARRY A CLEAR MESSAGE OF RECOVERY FROM ADDICTION THROUGH WORKING THE STEPS, TRADITIONS, AND CONCEPTS OF NARCOTICS ANONYMOUS.
- OUR PRIMARY PURPOSE OF THIS SUBCOMMITTEE IS TO CARRY THE MESSAGE OF NA TO THE ADDICT THAT STILL SUFFERS.