

# **West End Area Service Committee Hospitals and Institutions Subcommittee Guidelines**

(Revised March 2005)

## **DEFINITION AND PURPOSE**

The H&I subcommittee of the West End Area Service Committee is a group of men and women, members of Narcotics Anonymous, who believe in the concept; "To assure that no addict who" is 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 in a correctional facility, hospital or recovery house reaches out for recovery, Narcotics Anonymous will be there. This committee is a subcommittee of the West End Area Service Committee and is directly responsible to that committee. Regular monthly business meetings will be held prior to the West End Area Service Committee meeting. Any motion to be made at the West End Area Service Committee meeting by the H&I chairperson will be the conscience of the H&I subcommittee as a whole.

## **QUALIFICATIONS AND DUTIES OF TRUSTED SERVANTS**

A service board of trusted servants shall consist of a chairperson, a vice-chairperson, and a secretary. Any subcommittee trusted servant or member who relapses will be automatically removed from the subcommittee. Any subcommittee trusted servant, who is required to attend, misses two consecutive H&I meetings may be asked to resign and may be replaced. In the case of resignation of the chairperson, the vice-chairperson will assume the chairpersons position until a new chairperson is elected by the West End ASC. In the event of resignation by the secretary, the position shall be held open until a member of the fellowship is found to fill the position.

## **VOTING**

Only active West End H&I members are eligible to vote on West End H&I business. Attendance at two (2) consecutive West End H&I business meetings constitutes active membership. Three (3) consecutive absences at the West End H&I business meetings constitutes inactivity.

## **GENERAL INFORMATION**

- A. Any member of the H&I subcommittee is automatically disqualified from further activity upon relapse; but may become eligible again when they can conform to the requirements of these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs; including any mood or mind-altering substances.
- B. Any member not conforming to these requirements or any others which may be added later or who refuses to abide by the rules and regulations of the facility being served shall automatically be relieved of any H&I subcommittee assignments.
- C. Narcotics Anonymous meeting/presentation regularly 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 delegated representative. This appointment must be acceptable to the facility being served.
- D. Any NA member who is involved with a given facility on a professional or volunteer (other than NA) 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 b) the working ability and 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 comments or promises regarding employment, parole, probation or medical problems. We carry only the message of Narcotics Anonymous-recovery from addiction through our spiritual program. Of course, these members may participate on panels at other facilities.
- E. Length of clean time required by each facility is to be rigidly upheld by all H&I panel chairpersons and panel leaders.
- F. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities.
- G. If applicable, 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, when applicable, the approval of their judicial officer.
- H. H&I panel members shall be responsible -for their' conduct in any facility, and they shall take responsibility to become informed, in advance, regarding the rules and regulations of the facility being served.
- I. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message-our experience, strength, and hope. H&I speakers should try to get residents involved with the meeting/presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release (including any printed materials).

## SUBCOMMITTEE TRUSTED SERVANT POSITIONS

A. Chairperson - Suggested clean-time requirement is three (3) years clean time in Narcotics Anonymous.

- 1) Attend all WEASC business meetings, meetings of the subcommittee that they chair, and the respective regional subcommittee meeting every month
- 2) Submit a monthly written report to the WEASC of all subcommittee activities.
- 3) Submit an annual report in May, noting accomplishments, challenges and ideas for the upcoming year.
- 4) Submits a budget in May to WEASC for the upcoming service year (July-June). For more specific information, please see the WEASC Guidelines, Section IV. A. Financial Procedures.
- 5) Submit an itemized report of any financial transactions to the WEASC.
- 6) Upon election, the new subcommittee chairperson reviews their respective guidelines with the subcommittee and makes any recommendations for changes at the September meeting.

B. Vice Chairperson - Suggested clean-time requirement is two (2) years clean time in Narcotics Anonymous.

- 1) The H&I vice chairperson is elected by the H&I subcommittee. The vice chairperson assumes the duties of the chairperson if the chairperson is unable to serve or until the election of a new chairperson.
- 2) The vice chairperson must attend all West End Area H&I subcommittee meetings. It is suggested that the vice chairperson attend the West End ASC meeting, as well as the Southern California Regional H&I subcommittee meetings, and be available to participate when needed.
- 3) The vice chairperson is responsible for providing each panel with their literature needs, as well as giving a monthly report of literature disbursements. The vice chairperson works with the chairperson, secretary, and all panel chairs to maintain a smooth operation of the H&I subcommittee

C. Secretary - Suggested clean-time requirement is one (1) year clean time in Narcotics Anonymous

- 1) The H&I secretary is elected by the West End Area H&I subcommittee. The secretary's position is: Keep an accurate set of minutes of all H&I subcommittee meetings. These minutes should be accurately typed, approved by the chairperson, archived and available to the West End Area Service Committee.
- 2) The secretary is also responsible to keep these records:
  - a) A file of all correspondence to and from the subcommittee.
  - b) An ongoing file of all subcommittee minutes and the policies of the various facilities the subcommittee services.
  - c) An updated list of all subcommittee members.
  - d) An updated list of all panel chairs and their panel leaders.
  - e) An updated list of all volunteers.

D. Panel Chairperson - Suggested clean-time requirement is two (2) years clean time in Narcotics Anonymous

1) The H&I panel chairperson is given a vote of confidence by the H&I subcommittee. An absolute requirement is a strong message of recovery in Narcotics Anonymous. Prior service in Hospitals and Institutions is strongly suggested.

2) The panel chairperson must attend all West End Area H&I subcommittee meetings. They are responsible for maintaining regular and ongoing communication with the H&I subcommittee, the facilities being served, and the weekly panel leaders.

E. Panel Leader - Suggested clean-time requirement is one (1) year clean time in Narcotics Anonymous

1) The panel leaders are assigned by the panel chairperson of that facility. A strong message of recovery in Narcotics Anonymous, an expressed desire to serve, and an introductory orientation are required: Prior experience with H&I service is suggested. Quarterly (every ninety days) attendance at H&I subcommittee meetings is mandatory. Panel will be relinquished if attendance requirements are not met.

2) Panel leaders are responsible for all aspects of the meeting/presentation such as keeping literature as well as making sure the meeting begins and ends on time, and that panel members are in attendance. The panel leader is also responsible to ensure that panel members comply with the West End H&I subcommittee guidelines, and West End Area Service Committee policies, as well as the rules and requirements of the individual facilities, and that any number of panel members are available on the day of their panel.

3) The panel leader maintains communication with the panel chairperson making them aware of any problems that affect the meeting/presentation including any changes in staffing or policies of the facility. Panel Leaders should have regular communication with the panel chairperson to ensure that their panel is sound and effective.

F. Panel Member - Suggested clean-time requirement is six months clean time in Narcotics Anonymous

1) Panel members are selected from the current H&I volunteer list. The panel members should be made aware of their responsibilities by the panel leader utilizing the introductory orientation package, as well as any specific facility rules and regulations. A panel should never consist of fewer than two or more than five panel members.

2) Each panel member is placed on the volunteer list when signing-up at a regular meeting of Narcotics Anonymous, thus expressing a desire to be of service. Ideally, although not mandatory, panel members will regularly attend H&I subcommittee meetings to be of service, and become involved with the subcommittee.

## WEASC Guidelines

### DO'S AND DON'TS

#### DO'S

Do Clarify the rules with whomever you bring into the facility

Do Arrive early to set up meeting

Do Start and end on time

Do Briefly explain what H&I is to the residents

Do Make it clear that NA is not affiliated with the facility or other fellowships

Do Obey the dress code, exercise common sense

Do Make directories of outside meetings available

Do Remember that this is a "WE" program, no addict needs to be preached to

Do Remember that an addict is an addict regardless of age

Do Tell them there is fun in recovery

#### DON'TS

Don't Bring any contraband items or weapons into the treatment facility

Don't Take messages and carry letters in or out of the facility

Don't Show favoritism to any resident(s)

Don't Bring an NA member who has friends and/or family in the treatment facility

Don't Wear flashy jewelry and don't carry excessive cash

Don't Use excessive profanity

Don't Debate any issue involving the treatment facility's rules, regulations, programs, or other fellowships with residents and staff

Don't Discuss conditions within the treatment facility

Don't Discuss treatment staff members with resident(s)

Don't Discuss resident(s) with the treatment facility staff

Don't Discuss outside issues

Don't Sponsor resident(s) in the treatment facility that you are attending as an H&I member

Don't Accept money or gifts from, or give money or gifts to any resident

Don't Give anyone within the facility your address or telephone number

Don't Provide anyone with another NA member's address or telephone number.

Don't Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)

Don't Break another person's anonymity

Don't Emphasize 'using days' while sharing an NA message of recovery