

Southwest Iowa Area H&I Subcommittee Guidelines

I. Definition and purpose

The H&I subcommittee of the Southwest Iowa Narcotics Anonymous Area Service Committee is a group of men and women members of Narcotics Anonymous who believe in the concept: **"To assure that no addict 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 service."**

This concept should always be our primary concern. This will insure that when an addict who is housed in a correctional facility, hospital, or recovery house reaches out for recovery, Narcotics Anonymous will be there.

This committee is a subcommittee of the SWINA Area Service Committee and is directly responsible to that committee.

II. Functions of the H&I subcommittee

- A. To carry the message and to disburse literature to all facilities through our H&I panels.
- B. To conduct a monthly business meeting.
- C. To provide an H&I service representative at the H&I area and regional levels.

III. Officers

- A. A service board of officers shall consist of a chairperson, a vice-chairperson, and secretary.
- B. Any subcommittee officer or member who relapses will automatically be removed from the subcommittee. Any subcommittee officer is removed after missing two monthly H&I subcommittee meetings.
- C. In the case of resignation, the vice-chairperson shall automatically assume the position of chairperson until the ASC elects a chairperson.
- D. If the vice-chairperson cannot or will not assume the position, the area vice chairperson will act as H&I chairperson until the ASC fills the position. In the event of resignation by the secretary, the position shall be held open for a period of one month or until a willing member from the fellowship is found to serve in the position.

IV. Subcommittee Trusted Servant Positions

A. Chairperson

- A. It is suggested that the chairperson has two (2) years clean time, plus a minimum of six- (6) month's activity in H&I work. The chairperson will be elected by the ASC at its annual meeting in April for a term of one year in accordance with their guidelines.
- B. The H&I chairperson must attend all H&I subcommittee meetings and ASC meetings. The H&I chairperson is a voting member of the regional H&I subcommittee and should attend all of it's meetings. He/she acts as a link of communication between the subcommittee, the ASC and th4e regional H&I subcommittee.
- C. Bring before the general meeting of the subcommittee matters that should be acted upon by the subcommittee.

D. Carry out policies and orders for the subcommittee.

B. Vice chairperson

A. The H&I vice chairperson are elected by the area H&I subcommittee.

Requirements are one (1) year clean, a minimum of six (6) months experience doing H&I work, and a strong NA message of recovery. The vice chair assumes the duties of the chairperson if the chairperson is unable to serve, or until a new chair is elected.

B. The vice chair works with the chairperson to maintain the smooth operation of this subcommittee.

C. The vice chair must attend all H&I subcommittee meetings as well as the ASC meetings. It is suggested that the vice chair attend regional H&I subcommittee meetings if possible.

D. The vice chair will help coordinate H&I meetings/presentations by acting as panel coordinator in the absence of one.

E. Insure that all panel leaders have adequate literature for their meetings by acting as literature distributor.

C. Secretary

A. The H&I subcommittee elects its own secretary. The secretary must have one (1) year continuous abstinence from all drugs. The position's responsibilities include an accurate set of minutes of all subcommittee meetings. These minutes are to be approved by the chairperson, and distributed at the next meeting. 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 works with.
- c) An updated list of all subcommittee members.
- d) An updated list of all members willing and eligible to be panel members.

D. Panel Coordinator

A. The coordinator is elected, as needed by the H&I subcommittee. The requirements are one (1) year abstinence from all drugs, a strong NA message of recovery, and six (6) months previous involvement in the H&I subcommittee. The coordinator must attend all regular H&I subcommittee meetings, and is responsible to maintain a regular and ongoing link of communication with all of the facilities we take H&I meetings to.

E. Panel Leader

A. Panel leaders are elected, as needed by the H&I subcommittee. There is a required one- (1) year abstinence from all drugs, a strong NA message of recovery, and six- (6) month's previous involvement in area H&I. He or she must attend all regular H&I subcommittee meetings.

B. The panel leader invites panel members to the H&I meeting/presentation and, in general, does all the things necessary to conduct the meeting.

- C. He/she will communicate regularly with the panel coordinator informing him/her of any problems with the meeting/presentation.
- D. The panel leader will make a report on the H&I meeting to the H&I subcommittee at each subcommittee meeting.
- E. He/she will obtain any supplies that are running low for the meeting/presentation (i.e., literature, copies of reaching out, etc.)

F. Panel Member

- A. The panel leader selects panel members from the current H&I volunteer list. The panel may also include new members who are currently in the orientation process (this member is there to observe and learn only). No panel member is to have less than two, nor more than five members.
- B. Shall adhere to the clean time requirements & guidelines 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. May resign as a panel member by giving notice to the panel leader.
- E. If the panel member is unable to carry meetings assigned to them, they must make arrangements for a substitute through their panel leader. Failure to do so or failure to attend two (2) subcommittee meetings in succession makes for possible removal from the panel by the subcommittee.

General Information

- A. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirement in these guidelines. Being clean for the purposed of this H&I subcommittee shall be defined as complete abstinence from all drugs.
- B. Any member not conforming to these requirements or any others which might be added later, or who refuses to abide by the rules and regulations of the facility being served, could be relieved of any H&I subcommittee assignments. Nonconformity will be dealt with on a case by case basis and any actions will be decided by the committee as a whole.
- C. No 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 leader. 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 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, or (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 going to other facilities.

- E. Length of time clean required by each facility is to be rigidly upheld by all H&I 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, and strongly discouraged by the H&I subcommittee.
- G. Any member of the H&I subcommittee on parole/probation 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 possibly by the approval of their judicial officer, if applicable
- 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 regulations of the facilities being served.
- I. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will have full knowledge of their responsibilities in connection with their individual commitments.
- J. 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.

Do's and Don'ts for H&I participation

Do Make directories of outside meetings available to residents

Do Clarify the facility's rules with anyone you bring in

Do Start and end on time

Do Briefly explain what H&I is

Do Make it clear that NA is separate and distinct from the facility as well as other Fellowships

Do Try to get residents involved, especially those in long term facilities (i.e., literature Person, coffee maker, readings, etc.)

Do Obey all dress codes. Exercise common sense and dress appropriately.

Do Keep staff aware of your whereabouts at all times

Do Stamp all literature you bring into a facility with the local helpline number

Do Screen all panel members carefully, especially regarding clean time or other Requirements.

Don't Break another person's anonymity, or tell his or her story.

Don't Debate any issues involving facility rules or regulations.

Don't Get involved in discussions on outside issues; remember why we are here.

Don't While sharing, put too much focus on what it was like. They already know.

Don't Debate which drugs are acceptable. NA is a program of complete abstinence From all drugs.

Don't Discuss conditions within the facility, or opinions about staff members.

Don't Carry excessive cash, or wear expensive or flashy jewelry.

Don't Show favoritism to any resident(s).

Don't Take messages in or out of the facility.

Don't Give out any other person's address or phone number.

Don't Carry in any contraband items, such as cigarettes (if applicable) or weapons.

Don't Hug, hold hands only.

Remember at all times that you have a responsibility to the facility, to the residents, and to NA. If you observe the above suggestions, and follow the Twelve Traditions, you will uphold your responsibilities to all three.

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