

UNCOAST AREA OF NARCOTICS

ANONYMOUS

AREA SERVICE COMMITTEE

HOSPITALS &

INSTITUTIONS (H&I)

SUBCOMMITTEE POLICIES

& PROCEDURES



H&I Policy

Purpose

The purpose of an H&I meeting/presentation is to carry the message to addicts who do not have full access to regular Narcotics Anonymous meetings.

H&I meetings/ presentations, except for those in longer-term facilities, are intended to simply introduce those attending to recovery through the program of Narcotics Anonymous (NAWS Hospitals & Institutions Handbook).

The Hospitals and Institutions Subcommittee of the UNCOAST area initiates, coordinates and conducts all our local NA H&I meetings and activities.

We meet regularly, and our Subcommittee Chair reports to and is accountable in all matters to the Uncoast Area Service Committee (ASC).

Our subcommittee is composed of an H&I Chairperson, H&I Vice Chairperson, H&I secretary, and other elected officers, as well as any other members of the NA fellowship who wish to be involved.

Our subcommittee is accountable for the following functions:

- Provides a monthly forum (subcommittee meeting) to promote unity and embrace the concept of “I can’t, but we can” through collective experiences.
- Prepares H&I policies and guidelines for the approval of the H&I subcommittee and the ASC.
- Serves as a communications link between local H&I meetings/presentations and H&I subcommittees at the area and regional levels.
- Selects the members who are to coordinate our H&I meetings.
- Serves as a distribution point for literature for the meetings and reports these transactions to the ASC.
- In cooperation with Public Relations (PR), makes all initial contact with facilities.
- Contributes to and participates in learning days, workshops, and orientations on relevant topics.
- Is responsible for all H&I-oriented services within the area.

Handbook Clause

The *Hospitals and Institutions Handbook* (NAWS, 1997) has been adopted by the Subcommittee as a guideline of the UNCOAST Area H & I Subcommittee. ([link](#))

MEMBERSHIP

Subcommittee Positions

All positions except the Chair require a 2/3 Subcommittee vote in order to be elected.

All addicts seeking a position in the H&I Subcommittee must be in attendance at the Subcommittee's Monthly Business meeting to declare willingness and be nominated for the desired position.

Participants in H&I must have a clear NA message. Participants are also strongly suggested to have an NA sponsor, attend NA meetings regularly, and work the 12 steps of NA.

Add attendance as based on area policy from secretary notes on July 4th Sunday subcommittee meeting.

Administrative Positions and Functions:

Chairperson (1 year term):

- Keeps order and runs Business Meetings.
- Keeps discussion focused on the topic during Business Meetings.
- Prepares an agenda for each subcommittee meeting.
- Ensures that the traditions are upheld in all matters.
- Maintains ongoing communication between the H&I subcommittee and the Area and Region, including giving monthly reports to the ASC and bimonthly reports to Florida Region H&I Coordinator.
- Works with H&I panel leaders to draft all correspondence to facilities served by the subcommittee.
- Maintains meeting referral information about the fellowship so that panel leaders
- can refer those leaving an H&I setting for another area to a meeting or helpline number.
- Chairs H&I panels when a panel leader is unable to attend and fails to find a subcommittee approved replacement.

- Shall be the mediator between the subcommittee and the location where the subcommittee meets for its business meeting, and will be responsible for paying rent of the amount and frequency voted on by the subcommittee.
- Coordinates use of H&I funds and annual budget.
- Submits annual budget to ASC in October.
- Coordinates Awareness Days and other service events where H&I is represented.
- Distributes stamped H&I, NA approved Literature to panel leaders to take to treatment centers, hospitals, and institutions.
- Prepares the literature order before upcoming area and collects literature to be brought back to the subcommittee at their next meeting.

Qualifications

For position requirements, please see ASC policy, sections VIII.A, VIII.C.9.

Vice-Chairperson (1 year term):

Helps chairperson keep proceedings orderly.

Acts as chairperson in the case of chairperson's absence. If the office of chairperson becomes vacant, serves as the chair until a new chair is elected.

Serves the role of any absent or vacant Administrative Position of the subcommittee, e.g., secretary.

Qualifications

- Must have at least 1 year of uninterrupted clean time.
- Must have willingness to perform the roles of other Administrative positions including
- Chairperson, if any other subcommittee position should be absent or become vacant.
- Must have at least six months H&I experience.

Secretary (1 year term):

- Takes an accurate set of minutes at each monthly meeting, to be distributed via email or posted online to subcommittee members within 7 days of the previous Subcommittee meeting.
- Keeps an updated volunteer list of qualified members with willingness to go to H&I meetings.
- Keeps record of all position holding subcommittee members and their attendance at monthly subcommittee meetings.
- Maintains an ongoing file of all correspondence and minutes.

- Keeps copies of hospital, institutional, and recovery house guidelines, rules and regulations, if available.
- Keeps inventory of literature and provides Chairperson with necessary literature information prior to ASC (in the absence of the literature chair).

Qualifications

- Must have at least 6 months of uninterrupted clean time.
- Must have internet access to fulfill the online portion of the secretarial duties.
- Must have computer skills sufficient to post minutes online or via email.

Literature Chair (6 month term):

- Completes literature orders submitted by panel leaders at monthly H & I subcommittee meeting.
- Keeps inventory of literature and provides Chairperson with necessary literature information prior to ASC.
- Stamps NA approved literature with local Uncoast NA Informational Stamp. Suggested stamp information below:

Uncoast Area
Narcotics Anonymous
PO BOX 12151
Gainesville, FL 32604
www.uncoastna.org
866-352-5323 / 352-376-8008

Qualifications

- Must have at least 3 months of uninterrupted clean time.
- Must have basic reading, writing, and arithmetic skills.

Panel Positions and Functions

Panel Leader:

- Selects members of the NA fellowship to be participants on the panel, usually from the H&I member list.
- Orients panel members to H&I suggestions as well as specific rules and conditions to be followed within specific facilities.
- Insures that the meeting occurs as scheduled and starts and ends on time.

- Keeps the necessary contact information for the facility in which the meeting is held and notifies the facility if he/she is unable to attend and lacks a proper substitute.
- Provides a report on the status of their designated meeting at the monthly Subcommittee Meeting.
- There may be up to two panel leaders per meeting. They may alternate coverage of the weekly meeting slot in any schedule the two agree upon and should keep in contact with each other; both will be required to attend the monthly meeting.
- In the event that both panel leaders are unable to chair a meeting, the assigned panel leader should select a suitable substitute. It is suggested that the substitute panel leader have prior experience as an H and I panel leader and have a working knowledge of H and I policy.

Qualifications

- Must have at least one year of uninterrupted clean time.
- Cannot have been a resident or employee of the specific facility in the last year; should not be affiliated with the facility in any way to avoid a conflict of interest.
- Must have at least 3 months previous experience with the Uncoast H and I subcommittee as an active member.

Panel Members

This is an essential element of H&I work—the member who goes to share his or her experience, strength, and hope at the H&I meeting. Without these people, our H&I work would be completely impersonal at best.

- To arrive on time and stay until the end of meeting.
- To share in accordance with the Do's and Don'ts as well as the guidelines of the given facility.

Qualifications

- Must be invited by the panel leader.
- Must have at least 6 months of uninterrupted clean time.
- Should not have been a resident or affiliated with the specific facility in the last 6 months.

Panel Observers

To attend an H&I panel meeting and silently observe the process as other recovering addicts share their experience, strength, and hope with the clients of the given facility.

To learn how to effectively communicate one's experience, strength, and hope in a panel type meeting without breaking the Do's and Don'ts or blurring the NA message.

Qualifications

- Must be invited by the panel leader.
- Must have at least 6 months of uninterrupted clean time.
- Should not have been a resident or affiliated with the specific facility in the last 6 months.

Grounds for Removal

Any H&I Subcommittee member can be removed from their position for any reason deemed necessary by a ¾ Subcommittee vote.

General Information

Hospitals and treatment Centers Do's and Don'ts

DO...

Treatment Facility Rules

- Attempt to get the treatment facility agreements in writing
- Clarify the rules with whomever you bring into the facility
- Adhere to the security regulations at all times
- Arrive early to set up meeting
- Keep the staff informed of your whereabouts
- Obey the dress code, exercise common sense

Panel Leaders and Members

- Screen all panel members, speakers, and chairpersons
- Adhere to the clean time requirements of the treatment facility and the H&I committee
- Ensure that a clear NA message of recovery is carried by all panel members
- Use only NA literature.

Treatment Facility Meetings

- Start and end on time
- Explain briefly, during the meeting, what H&I is
- Clearly state that Narcotics Anonymous is separate from the treatment facility and from other fellowships

- Emphasize that NA recovery is available to all addicts, regardless of drug(s) used
- Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA, Hospitals & Institutions Handbook 29)
- Involve residents with the meeting, especially those in long-term treatment facilities (readings, etc.)
- Emphasize the importance of getting to an NA meeting the first day out of the treatment facility
- Emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release.
- Encourage clients to attend outside meetings as soon as able; key tags can be picked up there.

DON'T...

Panel Leaders and Members

- Bring any contraband items or weapons into the facility
- Take messages and carry letters in/out of the facility
- Show favoritism to any resident(s)
- Bring an NA member who has family in the treatment facility
- Wear flashy jewelry and don't carry excessive cash
- Use excessive profanity
- Attend H&I facilities alone
- Distribute key tags or medallions

Facility Guidelines

- Debate any issue involving the facility's rules, regulations, programs, or other fellowships with residents and staff
- Discuss conditions within the facility
- Discuss staff members with resident(s)
- Discuss resident(s) with the facility staff
- Accept money or gifts from, or give money or gifts to, any resident

Meeting Guidelines

- Provide anyone with your own personal address
- Provide anyone with another NA member's address or telephone number
- Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)

- Break another person's anonymity
- Emphasize 'using days' while sharing an NA message of recovery
- Always clear a member who is on parole/probation with the facility and parole/probation officer
- Ask what type of crime an inmate has been convicted of, or discuss guilt or innocence

The H&I Meeting

Subcommittee Business Meeting Information

The Running of Subcommittee Business Meetings

Purpose

The purpose of the UNCOAST H&I Subcommittee Business Meeting is to create a forum where the recovering addicts who make-up the H&I Subcommittee can come together and share their collected experience, strength, and hope with the issues that naturally occur through H&I service.

At the Monthly Business meeting, all H&I matters in the UNCOAST area are addressed. The panel leaders from the various H&I meetings of the area come together and communicate the status of their meeting's progress through a monthly report. Literature is distributed to the panel leaders and an accounting of it is recorded for ASC. The monthly business of the Subcommittee is brought to the group's attention, as well as what is happening with NA on a Regional level. At the meeting, attendance is taken to ascertain the participation levels of the Subcommittee's members.

H&I Interaction with Area

ASC Participation

- The H&I Chair will attend ASC regular meetings in accordance with ASC Policy VIII.C.10.
- The Chair will give his/her monthly report on the status of UNCOAST H&I in accordance with ASC Policy VIII.C.3.
- The Chair will report to area any events in accordance with ASC Policy VIII.E.
- The Chair will bring a Literature completed order form to acquire the needed literature for the next month.

Budget

The budgeting process follows ASC Policy VII.E.

Policy Changes

- All changes to policy and procedures follows the UNCOAST ASC guidelines set forth in
- ASC Policy VII.A.5.
- Proposed changes to policy will be read and distributed one month before a vote to give all members of the H&I Subcommittee to review before voting at the next subcommittee meeting.
- Only H&I members qualified to vote (*see VIII.4 above*) can propose changes.