

## **TUALATIN VALLEY AREA OF NARCOTICS ANONYMOUS H & I SUBCOMMITTEE GUIDELINES**

### **Definition**

The Tualatin Valley Area Hospitals & Institutions (H&I) sub-committee is a group of members from the Fellowship of Narcotics Anonymous (NA).

### **Purpose**

The ultimate purpose of this sub-committee is to carry our message of recovery to addicts whose attendance at regular NA meetings may be restricted. H & I presentations are intended simply to introduce those attending to some of the basics of the Narcotics Anonymous Program.

Our guiding principles are from the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous, and no activity of this sub-committee shall be in conflict with those principles.

### **Hospitals and Institutions**

These are defined as facilities having residence or confined persons for medical treatment, mental care and therapy, or corrective and rehabilitative purposes with restricted or limited access to regular NA meetings. H&I does not assume responsibility for any presentation conducted by individuals other than members of this Subcommittee and Guest Speakers.

### **Literature**

Only Narcotics Anonymous- approved literature, tapes approved for sale by the WSO, *Reaching Out*, and *The NA Way Magazine* may be taken into a facility by H & I. Literature or any of these other items will be distributed by the literature coordinator as set forth under that job description. Meeting schedules may be taken into some facilities. However, only conference approved literature should be used in the presentations.

### **Business Meetings**

Business meetings of this subcommittee shall be held, not less than once per month and prior to the TVANA Area Service Committee meeting. At a time and place designated by the subcommittee membership. No business meeting shall last longer than 1 hour, except by vote to extend this time limit by members present at said meeting.

**Membership**

Must initially attend at least 2 consecutive H & I Subcommittee meetings, is responsible to vote on matters before the H & I Subcommittee, and may attend as a 3<sup>rd</sup> person (no sharing) at 90 days clean; speak on panels at 6 months clean. All subcommittee members, excluding ad hoc members, must attend at least one Business Meeting and fulfill one commitment every six months in order to remain active. It is the member's responsibility to sign in for attendance credit. Clean time for the purpose of this subcommittee shall be construed as freedom from abuse of any mind or mood altering substances. Relapse shall result in immediate loss of privileges and duties from the H&I Subcommittee until clean time and membership requirements are again met.

**Responsibilities include:**

- A. H&I members select members of the fellowship to be a guest speaker when needed.
- B. Shall report to the panel chair any problems, all guest speaker names, and speaker contact information who will in turn include that information in the regular report to the H & I Subcommittee.
- C. The member is responsible to insure all guest speakers have an understanding of the facility rules, these H & I guidelines, and the H & I 'Do's and Don'ts'.

**Ad hoc Members**

Ad Hoc members are defined as those members with clearance at a clearance facility and those assigned to ad hoc status by the chairperson.

**Voting**

Any member of the H & I subcommittee is eligible to vote at all subcommittee meetings.

**Elections**

Nomination entries will begin in October. Service resumes for H&I Chair nominees must be turned in at the December ASC Meeting. Elections will be held in February. Officers may succeed themselves by re-election only one time. All nominees need to be present at time of nomination and election. Elections for Vice Chair, Secretary, Literature Coordinator, and Panel Chair will follow the same schedule per the Tualatin Valley Area Service Committee Guidelines.

**Elected Officers**

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

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Regional H&I Service Representative
5. Literature Coordinator
6. Panel Chair
7. Orientator

In all cases, the term of office is one year. All candidates for elected office must meet the qualifications stipulated in these guidelines. When an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the committee at the next business meeting.

### **Appointed Positions**

As necessary, individuals may be appointed by the chairperson in agreement with the Vice Chairperson to positions that fulfill a particular need. When a member is appointed to an officers position he/she is expected to fulfill all duties under the responsibilities listed in these guidelines until the position can be filled by the election process.

### **Steering Committee/Administration Committee**

The steering committee consists of all elected officers, the immediate past Chairperson and all members serving in appointed positions. It is the responsibility of this committee to oversee the operations of H & I. This committee as a whole serves within the spirit of tradition two. This committee shall meet as may be necessary. The time and place shall be at the discretion of the chairperson. However, any member of H & I may request that the chairperson call a special meeting of the committee.

### **H & I Panels**

Panels are formed of H&I Subcommittee members, guest speakers, and organized by the Panel Chair to fulfill presentation commitments. This is accomplished through the operation of panels which visit facilities on a regular schedule as arranged by the Panel Chair. These panels are made of two H & I members and/or an H & I member and a guest speaker.

### **Other Requirements**

Ex-residents of a correctional institution must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H & I, to enter a county correctional facility. All H&I members carrying the message through H&I must keep in mind at all times the following general rules which cover ALL meetings in ALL facilities:

1. It is unacceptable to bring any drugs or weapons on the grounds of any facility.
2. It is unacceptable to give money to or take money from any resident.
3. You are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and is generally all they want. You are not to accept article made by residents to be sold on the "outside".
4. It is unacceptable to give or take from any resident any correspondence of any type while visiting the facility.
5. Members and guests should be cautioned against discussing employment, lodging, etc. (either the promise of "looking for" or 'securing of".)
6. Obscene or vulgar talk and off color jokes are deeply frowned upon by the facility and by many of the residents.

Always remember we are GUESTS of the facility and, therefore, MUST comply with their wishes.

These GUIDELINES and PROCEDURES are submitted for the guidance of the H&I membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in hospitals and institutions. Any unusual situations that might arise should be discussed with the elected officers of H&I who in turn, will take steps to get clarification from the facility authorities. Individual members of H&I shall not attempt to discuss any problems encountered in a presentation with the personnel of the facility in question. This is the responsibility and duty of the panel chair. Adherence to these guidelines will minimize confusion and misunderstanding within the H & I membership itself, and with the facilities we serve.

Failure to comply with any facility's regulations could result in the cancellation of the H&I presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember your actions reflect not only on yourself, but on NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of NA H & I.

**ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY GUEST SPEAKER BEING TAKEN INTO ANY H & I PRESENTATION BY THE H & I MEMBER.**

### **Chairperson**

Have a minimum of 3 years clean time and 2 years working knowledge H & I service.

#### **Responsibilities include:**

- A. Coordinates all NA H & I activities.
- B. Presides at all regular, special, and general subcommittee meetings.
- C. Handles all public relations contacts involving policy matters and/or interpretations at the public level that pertain to H & I. This will be done with the direct cooperation of the PR subcommittee.
- D. Is responsible for all correspondence within H & I which involves policy matters.
- E. Makes regular reports to the H & I subcommittee on the status of all current or completed projects
- F. May at any time visit any presentation at any facility for a purpose beneficial to the Tualatin Valley Area H & I, including offering assistance to panel participants.
- G. Shall represent Narcotics Anonymous H & I at regular meetings of the Area Service committee (ASC).
- H. Shall audit distribution records on an ongoing basis to ensure that requests for literature are prudent and do not put the subcommittee over budget.

### **Vice Chairperson**

Have a minimum of 2 years clean and 1 year working knowledge of H & I service.

**Responsibilities include:**

- A. In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
- B. Works closely with the chairperson.
- C. May at any time visit any presentation at any facility for a purpose beneficial to H & I, including offering assistance to panel participants.
- D. Attends regular business meetings of the Hospitals and Institutions subcommittee.

**Secretary**

Have a minimum of 1 year of clean time and 6 months working knowledge of H&I service.

**Responsibilities include:**

- A. Keeps a complete record in the form of minutes of every ad hoc, special and regular business committee meetings.
- B. Keeps a complete and updated panel member list with the names, email addresses, clean dates, and telephone numbers of all current H & I and ad hoc members from those who wish to disclose.
- C. Shall keep a continuing roster of monthly attendance at the business meetings.
- D. Sends email notices for all meetings to members.
- E. Maintains all necessary stationary supplies and prepares correspondence, and submits to chair monthly.
- F. Keeps a file of all such correspondence.
- G. Shall distribute any materials necessary for distribution to members of H & I.
- H. Attends all business meetings but keeps records of all other meetings held.

**Regional H&I Service Representative**

Have a minimum of 1 year clean time and 6 months working knowledge of H & I service.

**Responsibilities include:**

- A. Attends Regional Conference / Regional H & I Subcommittee meetings.
- B. Reports Tualatin Valley Area H&I activity and status to the Regional H&I Subcommittee
- C. Reports Regional H&I Subcommittee activity to the TVANA H&I Subcommittee.

**Literature Coordinator**

Have a minimum of 9 months clean and 3 months working knowledge of H&I service.

**Responsibilities include:**

- A. Shall fill literature orders from the pane chairs.
- B. Shall keep a continuing record of the literature distributed to panel chairs.
- C. Shall make a report at the regular H & I subcommittee meetings on literature distributed.
- D. Shall work with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I subcommittee budget.
- E. Keeps orientation packets on hand with most recent revisions of Guidelines and “Do’s and Don’ts”, available for the orientator.

**Orientator**

Have a minimum of 1 year clean and 6 months working knowledge of H & I service.

**Responsibilities include:**

- A. Taking new members outside meeting area and giving them an orientation packet.
- B. Explains H & I preparations of the overview and folder.

**Panel Chair**

Have a minimum of 1 year clean and 6 months working knowledge of H & I service with the exception of clearance facilities. Clearance facility chairs should match the facilities requirements.

**Responsibilities include:**

- A. Shall keep in close contact and work with H&I elected officers and members, for the presentations for which he/she is committed to.
- B. Shall meet with administrators of the facilities in the interests of harmony.
- C. Shall make sure that scheduled panels are filled.
- D. Shall keep all members informed of the rules of the facility and any rule changes.
- E. Clearance Panel Chairs may orientate new ad hoc members that meet the requirements of that facility.

**Guest Speaker**

Have a minimum of 6 months clean time.

**Responsibilities include:**

- A. Shall complete orientation with the H & I member and have an applicable understanding of what is expected when representing Narcotics Anonymous and the H&I subcommittee.
- B. Shall serve for one presentation at a time.
- C. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
- D. Shall always keep in mind that he/she may be seen as a representative of H & I and Narcotics Anonymous as a whole and should conduct himself/herself responsibly.