

NORTH COUNTY INLAND H&I SUBCOMMITTEE GUIDELINES

I. DEFINITION AND PURPOSE

"The purpose of an H&I Subcommittee is to carry the N.A. message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I panels, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the N.A. program" - WSO H&I Handbook

The Hospitals and Institutions (H&I) Subcommittee of the North County Inland Service Committee (NCISC) is a group of men and women from the fellowship of Narcotics Anonymous (N.A.) who believe in the concept "To assure that no addict seeking recovery need die without having had the chance to find a better way of life, from this day forward may we better provide the necessary services."

This concept should always be our primary purpose. So that when an addict who is housed in a Correctional Institution, Hospital or Recovery House reaches out for recovery, Narcotics Anonymous will be there.

This committee shall be autonomous, but as a subcommittee of the NCISC shall be directly responsible to the NCISC and ultimately to the members we serve.

This committee shall service panels in the the North County Inland area of San Diego County.

II. FUNCTIONS OF THE NORTH COUNTY INLAND H&I SUBCOMMITTEE

A. To communicate information and to disburse literature to and from all institutional panels through their panel representatives.

B. To conduct monthly business meetings.

C. To provide an H&I service representative to the Area and the Regional levels.

III. MEMBERSHIP

Membership shall be open to any member of N.A. willing to participate. It is suggested that panel members have three months clean time to attend and six months clean time to share on a panel. Clean time for the purpose of this committee shall be construed as abstinence from all drugs. It is suggested that all North County Inland H&I members have a working knowledge of the Steps and Traditions of N.A.

Any member of the North County Inland 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 requirements herein set forth.

IV. VOTING

- A. Eligible voters include: Panel Coordinators, Panel Leaders and elected officers.
- B. The Chairperson will vote only in the case of a tie.
- C. Any member who has attended North County Inland H&I orientation and two consecutive committee meetings.

V. SUBCOMMITTEE TRUSTED SERVANT POSITIONS

A steering committee of officers shall consist of a Chairperson, Vice Chairperson, and a Secretary. All officers are to be elected by a majority vote of eligible voters. It is suggested that all trusted servants of this subcommittee shall serve a term of one year.

A. CHAIRPERSON: Suggested two years clean time, plus a minimum of one year activity in institutional work. Responsibilities include:

1. Prepares the monthly subcommittee agenda. Brings before the general meeting of the subcommittee matters they should act upon.
2. Carries out policies and orders for the subcommittee.
3. Fills vacant Panel Coordinator positions as needed until a suitable replacement can be found.
4. Attends the NCISC and Regional H&I meetings.
5. Appoints Ad-hoc committees for special needs and considerations of this committee.
6. Insures that Traditions are upheld in all matters.

B. VICE-CHAIRPERSON: Suggested one year clean time, plus a minimum of six months activity in institutional work. Responsibilities include:

1. Assumes the responsibilities of the Chairperson in the event of their absence.
2. If the office of the Chairperson becomes vacant, serves as the Chair until confirmed by NCISC or until a new Chair is elected.
3. Helps Chairperson keep proceedings orderly.

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4. Attends area service committee and Regional H&I subcommittee meeting quarterly.
5. May have other responsibilities as determined by the sub-committee.

C. SECRETARY: Suggested requirement is nine months clean time plus a minimum of three months activity in institutional work. Responsibilities include:

1. Takes an accurate set of minutes at each monthly meeting, sends them to all officers within fourteen days, and makes them available at the beginning of the next monthly meeting.
2. Maintains an ongoing file of all correspondence and minutes.
3. Keeps accurate records of all committee members including addresses and phone numbers.
4. Maintains an updated volunteer speaker list.
5. Maintains all hospital, institution and recovery house guidelines, rules and regulations.

D. LITERATURE COORDINATOR: Suggested clean time of one year. Responsibilities:

1. Obtains literature from NCISC, packages and distributes said literature as well as any other items the subcommittee uses in carrying the message at the monthly subcommittee meeting.

E. VOLUNTEER COORDINATOR: Suggested requirements are one year cleantime and six months activity in institutional work. Responsibilities include:

1. Orientation and welcoming of new members.
2. Directs volunteers to the appropriate Panel Coordinator for placement on a panel.
3. Checks back with Panel Coordinator and Volunteer to make sure every volunteer has an opportunity to carry the message.
4. Helps coordinate new panels.

F. PANEL COORDINATOR: Suggested requirements are one year cleantime and six months activity in institutional work. Responsibilities include:

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1. Attends general committee meeting. If unable, must make report available to the Chairperson before the meeting. Failure to do so or failure to attend two general meetings in succession may result in removal from their position as Panel Coordinator at the discretion of the committee after reviewing the circumstances.

2. Instructs panel leaders in institutional requirements, regulations and general rules covering the institution being served.

3. Calls each panel leader to remind them of their upcoming panel and the necessity of attending the next general meeting.

4. Attends initial panel with new panel leader in order to familiarize the new panel leader with the facility.

5. Provides panel leaders with suggested format.

6. Acts as liaison between the H&I subcommittee and the given facility.

7. Reports attendance and/or problems to the general committee at its monthly meeting.

8. Provides an up-to-date contact sheet to the Secretary and to the institution they serve of the Panel Leaders and Panel Members.

9. On assigned month, coordinates five minute presentation for the general committee at its monthly meeting.

G. **PANEL LEADER:** Suggested nine month clean time and a minimum of three months service commitment at the group level. He or she shall be qualified and assigned by the Subcommittee and also be cleared by the institution whenever necessary. Responsibilities include:

1. Attends general committee meetings. If unable, must Panel Coordinator in advance of general meeting. If unable to fulfill their panel commitment, must notify Panel Coordinator. Failure to do so or failure to attend two general meetings in succession may result in removal from their panel at the discretion of the Panel Coordinator.

2. Is familiar with committee and institutional rules.

3. Accepts responsibility for the conduct of any speakers taken into the institution and instructs said speakers in advance regarding the regulations of the institution being served. Reviews Dos and Don'ts as published in the WSO H&I Handbook.

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4. Reports problems or any special needs concerning the panel to the Panel Coordinator.

5. Presents the institution with N.A. literature and related information stamped with the NCISC phone line number.

H. PANEL SPEAKERS: Suggested six months clean time in Narcotics Anonymous. SEE GENERAL RULES OF CONDUCT.

VI. GENERAL RULES OF CONDUCT

A. In keeping with the Twelve Traditions of N.A., case histories/life stories, and/or N.A. principles or N.A. general information are to be the main topic of the N.A. panel.

B. Use of vile or profane language is prohibited.

C. Unless previously approved by the institution, nothing will be given to or taken from an inmate or a patient including messages or telephone numbers.

D. To avoid possible conflicts of interest, a Panel Leader will not serve on a panel at an institution at which he or she is employed.

E. No Panel Leader will interfere, use influence, or make promises in any institutions, courts, hospitals, nor with any patients, inmates, Judges, Doctors, Probation or Parole Officers. We carry only the message of recovery through the practice of spiritual principals, 12 Steps and 12 Traditions of N.A.

F. Provocative dress or behavior is inappropriate on an N.A. panel.

G. Any member not conforming to the foregoing requirements or to any others which may be hereafter added or refusing to abide by the rules and regulations of the institution being served shall automatically be relieved of any North County Inland H&I Subcommittee assignments previously held.

VII. GENERAL INFORMATION

A. No Narcotics Anonymous panel regularly conducted under the auspices of the Subcommittee shall be held in any institution except under the direct supervision of a regularly delegated Panel Leader. He or she must be acceptable to the authorities of the institution being served.

B. Length of clean time required by the institution is to be rigidly upheld by all Panel Coordinators, Panel Leaders and Panel Speakers.

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C. A member of Narcotics Anonymous on parole or probation will be allowed to participate in or attend an N.A. panel in any institution being served by this committee with the express clearance by authorities of the institution when requested.

These guidelines were written with the sole intention of assisting us in carrying the message to the confined addict who still suffers. We trust that these guidelines will serve to give general direction and some clearly defined parameters within which to operate.