

OFF THE WALL AREA H&I SUBCOMMITTEE GUIDELINES

12/27/14

H&I SUBCOMMITTEE DEFINITION AND PURPOSE

The H&I subcommittee of the Off the Wall 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 SERVICES." 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 Off the Wall Area Service Committee and is directly responsible to that committee.

FUNCTIONS OF THE H&I SUBCOMMITTEE

1. To carry the message and to disburse literature to all facilities through our H&I panels.
2. To conduct a monthly business meeting.

ELECTED POSITIONS

A service body of officers shall consist of a Chairperson, a Vice Chairperson, Panel Coordinators and Secretary. Any subcommittee officer or member who relapses will automatically be removed from the subcommittee. Any subcommittee officer is removed after missing two (2) consecutive monthly H&I subcommittee meetings without a report. In the case of resignation, the vice chairperson shall automatically assume the responsibilities of chairperson until the ASC elects a chairperson. If the Vice Chairperson cannot or will not assume the responsibilities, the Area Vice Chair will act as H&I Chair 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. All service positions are elected for a term of 1 year.

QUALIFICATIONS AND DUTIES OF ELECTED POSITIONS

H&I CHAIR

It is suggested that the Chairperson have one (1) year clean time, plus a minimum of six (6) months activity in H&I service. The chairperson will be elected by the ASC at its annual meeting in November for a term of one (1) year in accordance with their guidelines.

RESPONSIBILITIES INCLUDE:

1. Bring before the general meeting of the subcommittee matters that should be addressed by the subcommittee.
2. Carry out policies and business for the subcommittee.
3. Attend the Area Service Committee meetings.
4. Attend Regional H&I subcommittee meetings.
5. Coordinate resources (i.e. people and literature) to Panel Coordinators.

VICE CHAIR

It is suggested that the Vice Chair have at least one (1) year clean time and six (6) months experience in H&I service.

RESPONSIBILITIES INCLUDE:

1. Assume the responsibilities of the Chairperson in the event of the chair's absence.
2. Help coordinate H&I meetings/presentations by acting as panel coordinator.
3. Help insure that all panel coordinators have adequate literature for their meetings by acting as literature distributor.

SECRETARY

It is suggested that the Secretary should have at least one (1) year clean time.

RESPONSIBILITIES INCLUDE:

1. Record minutes of all subcommittee meetings.
2. Copy and distribute those minutes.
3. Keep records of all subcommittee members, including clean dates and phone numbers.
4. Keep copies of all hospitals, institutions, and recovery house guidelines, rules, and regulations.

H&I PANEL COORDINATORS

It is suggested that Panel Coordinators should have at least one (1) year clean time and six (6) months activity in H&I service.

RESPONSIBILITIES INCLUDE:

1. Invite panel members to the H&I meeting/presentation and, in general do all the things necessary to conduct the meeting.
2. Communicate regularly with the Chair or Vice Chairperson informing them of any problems with the meeting/presentation.
3. Make a report on the H&I meeting to the H&I subcommittee at each subcommittee meeting.
4. Obtain any supplies that are running low for the meeting/presentation (i.e. literature, IP's and copies of Reaching Out etc.)
5. If panel member is not qualified and oriented by Chair or Vice Chair, Panel Coordinator has the responsibility to do so.
6. Panel members may be qualified and assigned by the H&I subcommittee or at Panel Coordinator's discretion and must be cleared by facilities whenever necessary.
7. Be familiar with the H&I meeting/presentation format (i.e. literature, speaker, etc)
8. Be familiar with subcommittee and facility rules (dress code, language, etc)
9. Be able to share a clear message of Narcotics Anonymous Recovery.
10. Have worked or be working the 12 Steps of Narcotics Anonymous.
11. Maintain N.A. meeting attendance.

Any subcommittee member holding an elected position and misses 2 subcommittee meetings without submitting a report within their term of service, will be considered to have resigned said position.

New members need to show up at subcommittee or meet with a Panel Coordinator for orientation and to qualify.