

OFF THE WALL AREA H&I SUBCOMMITTEE GUIDELINES

Revised and Approved 02/04/18

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. *(H and I Handbook Pg 6)*

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. We are a subcommittee of the Off the Wall ASC and directly responsible to that committee.

FUNCTIONS OF THE H&I SUBCOMMITTEE

1. To carry a clear Narcotics Anonymous message to Hospitals and Institutions.
2. To disburse Narcotics Anonymous literature to H&I panels.
3. To conduct a monthly business meeting.

General Requirements for Trusted Servants

All positions require the following:

- 1 – Maintenance of clean time.
- 2 – A working knowledge of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.
- 3 – Any member of Narcotics Anonymous who is serving with the Off the Wall H&I Subcommittee, and who wishes to participate in service work, must have sufficient clean time to qualify under the requirements of the subcommittee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from the subcommittee.

The following cleantime requirements are strongly recommended:

Chairperson: 2 years

Vice Chairperson: 1 year

Secretary: 9 months

Panel Coordinator: 1 year

Panel Member: 6 months to speak

Panel Member: 3 months to sit in

There is no cleantime requirement to attend the H&I Subcommittee business meeting

- **Facility requirements supersede all requirements stated previously**

All elected officers and those serving in appointed positions shall attend the regular monthly business meeting.

For an active panel coordinator or leadership team member, after two (2) meetings missed in succession without a report or five (5) total with or without a report during their annual term shall result in removal from the duty of leading that panel or their leadership role. Any member dropped from assignment may be reinstated by vote of the subcommittee.

DUTIES OF ELECTED POSITIONS

H&I CHAIR

The chairperson will be elected by the ASC at its annual meeting in November for a term of one (1) year in accordance with ASC guidelines.

RESPONSIBILITIES INCLUDE:

1. Prepare a monthly agenda and 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. Represents the OTW H&I subcommittee at the ASC gives a monthly report.
4. Represents the OTW ASC at the Regional PR meeting monthly via web or in person
5. Coordinate resources (i.e. people and literature) to Panel Coordinators
6. Maintains correspondence, files, and archives for H&I subcommittee in coordination with the secretary.

VICE CHAIR

RESPONSIBILITIES INCLUDE:

1. Assume the responsibilities of the Chairperson in the event of the chair's absence.
2. Help coordinate H&I meetings/presentations.
3. Act as panel coordinator if one is vacated and meets facility requirements.
4. Help insure that all panel coordinators have adequate literature for their meetings.

SECRETARY

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, recovery house guidelines, rules and regulations and contact information of all facilities in coordination with the H & I Chair.
- 5 . Keeps attendance of all members at subcommittee meetings.

H&I PANEL COORDINATORS

RESPONSIBILITIES INCLUDE:

1. The H&I Panel Coordinators are responsible for all aspects of the H&I meeting/presentation, such as keeping supplies and literature, and making sure the meeting begins and ends on time.
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. Panel members must be qualified by Panel Coordinator.
6. Panel members 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. Must share a clear message of Narcotics Anonymous recovery.
10. Actively be working and practicing an NA program including steps, traditions, concepts or some variation therein. Have a sponsor and be sponsored.
11. Maintain N.A. meeting attendance.
12. Must ensure at least 2 panel members are present for a panel. If two (2) are not available, must contact the facility and inform them that the panel will not meet for that date, or more if necessary.

General information:

1. Any member of the OTW H&I Subcommittee is automatically disqualified from further institutional activity upon the loss of their clean time; but may become eligible when they can conform to the requirements herein set forth.
2. No Narcotics Anonymous Meeting regularly conducted under the auspices of this Subcommittee shall be held in any institution, unless under direct supervision of a regularly delegated Panel Coordinator or substitute specifically appointed by the Chairperson of the OTW H&I Subcommittee. They must also be acceptable to the authorities of the institution being serviced.

3. No Panel Member shall involve themselves with any other activity that violates institutional rules or tends to injure or interfere with the affairs of the inmate or patient on the inside, the working ability and the privilege of the subcommittee to carry the message inside institutions, courts, or hospitals; nor become involved with inmate or patient employment, parole/probation, medical issues or legal issues.

4. Length of time clean required by each institution is to be rigidly held by all panel Chairpersons, Panel Leaders and Panel Members, including speakers.

5. Excessive use of vile, profane, or filthy stories and language is strongly discouraged. We must remember that we represent NA as a whole when we carry the message into institutions.

6. Nothing will be given to or taken from an inmate or a patient, including messages or phone numbers.

7. Panel leaders shall be responsible for the conduct of any speakers taken into any institution and shall instruct said speakers in advance regarding the regulations of the institutions being served.

8. N.A. case histories, life stories and/or N.A. principles are to be the main topics of N.A. Panels conducted within all institutions served by this Subcommittee.