**OFF THE WALL AREA H&I SUBCOMMITTEE GUIDELINES**

*Revised and Approved 01/01/2022*

**H&I SUBCOMMITTEE DEFINITION AND PURPOSE**

The H&I subcommittee of the Off the Wall Area Service Committee is a group of 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 ensure 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**

**The H&I sub-committee recommends the following for elected positions:**

1 – A working knowledge of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.

2 – Any member of Narcotics Anonymous who is serving with the Off the Wall H&I Sub-committee, 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 clean-time requirements are strongly recommended**:

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| --- | --- | --- | --- |
| **Position** | **Election Month** | **Clean-time requirement** | **Length of term** |
| Chair (Elected at Area) | May | 3 years clean & 1 year area service | 1 year |
| Vice Chair | May | 2 years clean & 1 year H&I service | 1 year |
| Secretary | May | 1 year clean & 6 months H&I Service | 1 year |
| Panel Coordinator | May | 2 years clean & 1 year H&I service | 1 year |
| Panel Lead | May | 1 year clean & 6 months H&I service | 1 year |
| Panel Member (share) | None | 6 months clean  |  |
| Panel Member (sit in) | None | 3 months clean |  |

* There is no clean-time 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 elected positions, after two (2) meetings missed in succession, without a report or a total of three (3), with or without a report during their annual term shall result in removal. Any member dropped from assignment may be reinstated by vote of the subcommittee.

**DUTIES OF ELECTED POSITIONS**

**CHAIR**

1. Prepare a monthly agenda for the monthly sub-committee meeting.

2. Ensures the sub-committee and all H&I meetings adhere to the NA traditions and H&I sub-committee guidelines.

3. Maintains a link of communication between the H&I subcommittee and the area service committee, including giving a monthly report to the ASC.

4. Attends each meeting of the regional H&I subcommittee and brings a report of its activities back to the H&I subcommittee.

5. Works with the panel coordinator(s) to draft all correspondence to facilities served by the subcommittee.

6. Coordinates resources (i.e., people and literature) along with Panel Coordinators and Panel Leads when needed.

7. Maintains correspondence, files, and archives for H&I subcommittee in coordination with the secretary.

8. Approves and attends all presentations given to H&I facilities, when appropriate.

9. Adheres to all Area guidelines as they pertain to the H&I sub-committee.

**VICE CHAIR**

1. Assume the responsibilities of the Chairperson in the event of the chairpersons’ absence at the H&I sub-committee meeting.

2. Help coordinate/draft H&I meetings/presentations.

3. Act as Panel Coordinator if one is vacated and meets facility requirements.

4. Attends Off-the-Wall Area service committee meetings along with the chairperson. Presents the H&I report if the Chair is unable to attend.

**SECRETARY**

1. Record minutes of all subcommittee meetings, including attendance of elected members.

2. Make minutes available upon request.

3. Keep records of all subcommittee/panel members, including clean dates, email address and phone numbers.

4. Keep copies of all hospitals, institutions, recovery house, guidelines, rules and regulations and contact information of all facilities.

**PANEL COORDINATOR**

1. The Panel Coordinator(s) are responsible to see that the meetings/ presentations are conducted in accordance with the policies of the H&I subcommittee and the rules of the facility.

2. Occasionally attend meetings in facilities they coordinate to ensure a clear NA H&I message is carried.

3. Work with Panel Leads to ensure adequate levels of NA materials, approved by the H&I sub-committee are maintained.

4. Works with each facility, the coordinator is responsible for, to ensure relations are maintained and that any changes to facility requirements are presented to panel leads.

5. Attend the H&I subcommittee meeting each month and present a report on how each facilities meeting/presentation is going.

6. Act as Panel Lead if one is vacated and they meet facility requirements.

**PANEL LEAD**

1. The H&I Panel Leads are responsible for all aspects of the H&I meeting/presentation, such as prepping the meeting space, presenting literature, and making sure the meeting begins and ends on time.

2. Communicate regularly with the Panel Coordinator, informing them of any problems or need of the meeting/presentation. Attend H&I Sub-committee meetings when Panel Coordinator is not in place.

3. Make a report on the status of meetings/presentations at their facility.

4. Ensure panel members meet the requirements to attend or share at an H&I meeting.

5. When required, ensure panel members are cleared into facilities.

6. Ensure Panel members receive the H&I training before entering a facility. ‘

7. Ensure the message being carried is a clear NA message, and adhere to H&I guidelines, and NA traditions.

8. Ensure meetings adhere to H&I sub-committee approved meeting formats.

9. Ensure all NA attendees adhere to facility rules (dress code, language, etc).

10. Work to ensure there are adequate numbers of panel members available to attend meetings/presentations on the scheduled basis.

11. Ensure at least 2 panel members are present for a meeting/presentation to take place. If two are not available, must contact the facility and inform them that the panel will not meet for that date, or more if necessary.

12. Ensures all panel members and panel volunteer contact information is provided to the H&I secretary and kept up to date.

**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 meet the requirements.

2. No Narcotics Anonymous H&I meeting will be held without the direction of the H&I sub-committee.

3. Panel members do not engage in activities outside of the structure of the H&I meeting/presentation.

4. Panel members adhere to dos and don’ts provided by the H&I sub-committee.