

OFF THE WALL AREA H&I SUBCOMMITTEE GUIDELINES

Revised and Approved 03/05/2022

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 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 clean-time requirements are strongly recommended:

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 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. Coordinates resources (i.e., people and literature) along with Panel Leads when needed.
6. Maintains correspondence, files, and archives for H&I subcommittee in coordination with the secretary.
7. Approves and attends all presentations given to H&I facilities, when appropriate.
8. 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. 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 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. Make a report on the status of meetings/presentations at their facility.
3. Ensure panel members meet the requirements to attend or share at an H&I meeting.
4. When required, ensure panel members are cleared into facilities.
5. Ensure Panel members receive the H&I training before entering a facility. ‘
6. Ensure the message being carried is a clear NA message, and adhere to H&I guidelines, and NA traditions.
7. Ensure meetings adhere to H&I sub-committee approved meeting formats.
8. Ensure all NA attendees adhere to facility rules (dress code, language, etc).
9. Work to ensure there are adequate numbers of panel members available to attend meetings/presentations on the scheduled basis.
10. 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.
11. 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.