

GREATER GRAND RAPIDS AREA H&I SUBCOMMITTEE GUIDELINES (1/12/97)

Definition and Purpose

The H&I subcommittee of the Greater Grand Rapids 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 AHD 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 Greater Grand Rapids Area Service Committee and is directly responsible to that committee.

Functions of the H&I Subcommittee

- A. To carry the message and to disburse literature through our H&I panels to all facilities that do not have access to outside meetings.
- B. To conduct a monthly business meeting.

Elected Trusted Servants

A service board of trusted servants shall consist of a chairperson, a vice-chairperson, a secretary, and as many facility chairpersons and co-chairpersons as necessary.

Any subcommittee trusted servant or member who relapses will automatically be removed from the subcommittee. Any subcommittee trusted servant is removed after missing three monthly H&I subcommittee meetings as unexcused.

In the event of the resignation of the chairperson, the vice-chairperson shall automatically assume the position of chairperson until ASC elects a chairperson. If the vice-chairperson cannot or will not assume the position, the area vice-chairperson will act as H&I chairperson until the ASC fills the position.

In the event of the resignation by the secretary or a facility chairperson, the position shall be held open until a willing member from the Fellowship is found to serve the position or one has been appointed.

All candidates for elected office must meet the qualifications stipulated in these guidelines.

Voting

Any member having attended the two previous business meetings is eligible to vote at a business meeting.

Elections

Election of trusted servants shall be held once each year in the month of August (?) with the trusted servants elected taking over in the following month of September. This subcommittee elects all positions except the chairperson, who is elected by the ASC.

Length of Term For Elected Trusted Servants

In all cases the term of office is one year.

A trusted servant may resign at any time.

When elected trusted servant becomes unable to discharge the duties of that position, a successor shall be named and approved by the H&I subcommittee at the next business meeting.

Trusted servants may succeed themselves by re-election only one time.

Qualifications and Duties of Trusted Servants

It is suggested that:

A. Chairperson have one year clean time, plus a minimum of six months activity in H&I work. The chairperson will be elected by the ASC at its annual meeting in August (?) for a term of one year in accordance with their guidelines.

Responsibilities include:

1. Bringing before the general meeting of the subcommittee matters that should be acted upon by the subcommittee.
2. Carrying out policies and orders for the subcommittee.
3. Attending area service committee meetings.
4. Attending regional H&I subcommittee meetings.

A. Vice-chairperson should have at least one year clean time and six months experience in H&I work. Responsibilities include:

1. Assumes the responsibilities of the chairperson in the event of the chair's absence.
2. Helps coordinate H&I meetings/presentations by acting as panel coordinator.
3. Insures that all panel leaders have adequate literature for their meetings by acting as literature distributor.

A. Secretary should have at least one year clean time.

Responsibilities include:

1. To record minutes of all subcommittee meetings.
2. To record attendance roll call.
3. To keep records of all subcommittee members, including addresses and telephone numbers.
4. To keep copies of all hospital, institutional, and recovery house guidelines, rules, and regulations.

- A. H&I facility chairperson should have at least one year clean time and six months activity in H&I work.
Responsibilities include:
1. To invite panel members to the H&IO meeting/presentation and in general do all the things necessary to conduct the meeting.
 2. Communicate regularly with the panel coordinator (vice-chairperson) informing him / her of any problems with the meeting / presentation.
 3. Makes 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, copies of *Reaching Out*, etc.).
- A. H&I facility co-chairperson should have at least one year clean time, work with the H&I facility chairperson, and share the same responsibilities as the facility chairperson.

H&I Panel Members

H&I panel members should have at least six months clean time and a willingness to serve. They shall be qualified and assigned either by the H&I subcommittee or the facility chairperson, and be cleared by the facilities whenever necessary. H&I panel members are required to:

1. Be familiar with the H&I meeting / presentation format.
2. Be familiar with the subcommittees, and facilities, rules.
3. Be able to share a message of recovery in Narcotics Anonymous.
4. Read *Do's & Don'ts*.

Membership

Any member of Narcotics Anonymous may become a member of H&I by filing with the vice-chairperson or secretary.

All members are bound to comply with the clean time requirements of six months for H&I service eligibility. Clean time for the purpose for this subcommittee shall be construed as complete abstinence from all drugs

General Information

- A. Any member of the 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 in these guidelines. Being for the purpose of this H&I subcommittee shall be defined as complete abstinence from all drugs.
- B. Any member not conforming to these requirements or any others which might be added later, or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I subcommittee assignments.

- C. No narcotics Anonymous meeting / presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
- D. Any N.A. member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any court, or hospital, nor with any judge, doctor, probation or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course these members may participate on panels going to other facilities.
- E. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
- F. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.
- G. Any member of the H&I subcommittee on parole will only be allowed to participate or attend an H&I meeting / presentation in any facility being served by the subcommittee with the express clearance of the authorities of the facility and possibly the approval of their judicial officer, if applicable.
- H. H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facility being served.
- I. Printed instructions, which will include the forgoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will have full knowledge of their responsibilities in connection with their individual commitments.
- J. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message – our experience, strength, and hope. H&I speakers should try to get residents involved with the meeting / presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release.

DO'S AND DON'TS

Do's

- Do** Make directories of outside meetings available to residents.
- Do** Clarify the facility's rules with anyone you bring in.
- Do** Try to get all agreements with the facility in writing.
- Do** Start and end on time!
- Do** Briefly explain what H&I is.
- Do** Make it clear that N.A. is separate and distinct from the facility as well as other fellowships.
- Do** Try to get residents involved, especially those in long-term facilities (literature person, readings, coffee maker, etc.).
- Do** Obey all dress codes. Exercise common sense and dress appropriately.
- Do** Keep staff aware of your whereabouts at all times.
- Do** Stamp all literature you bring into a facility with the local helpline number.
- Do** Screen all panel members carefully, especially regarding the clean time or other requirements.
- Do** Explain the language that we use ("addict", "clean", "recovery") and why we use it (the First Step of N.A. and Sixth Tradition of N.A.).
- Do** Emphasize that in N.A., recovery is available to any addict, regardless of "type" of drug(s) used.
- Do** Emphasize the importance of getting to an N.A. meeting the first day out.
- Do** Emphasize the importance of getting a sponsor and a home group, the ongoing nature of recovery, and the importance of attending meetings (suggest ninety meetings in ninety days.)
- Do** Use the literature recommended for H&I work, if we are supplying the literature. Encourage the treatment centers to supply N.A. literature on their own if at all possible.
- Do** Be selective about who you choose to take into H&I meetings. Clean time requirements are very important. People who sit on N.A. panels should be able to share a message of recover in Narcotics Anonymous.

Don'ts

Don't Break another person's anonymity or tell his or her story.

Don't Debate any issues involving the facility's rules or regulations.

Don't Discuss conditions within facility, or opinions about staff members.

Don't Debate the merits of the treatment center's program or other fellowships. Remember, we have no opinion on outside issues. The best approach is to focus on the positive and unique qualities of our program. Keep your Basic Text handy, and read from it. It is the foundation of our program of recovery.

Don't Comment on the methods used by the treatment facility. Not all facilities are Twelve Step based nor do their understandings of the Steps necessarily coincide with the understanding gained in Narcotics Anonymous. We share our experience without reference to the facility's methods or to residents' comments.

Don't While sharing, put too much focus on what it was like. They already know.

Don't Debate which drugs are acceptable. N.A. is a program of complete abstinence from all drugs.

Don't Carry excessive cash or wear expensive or flashy jewelry.

Don't Show favoritism to any resident(s).

Don't Take messages in or out of the facility.

Don't Give out any other person's address or phone number.

Don't Carry in any contraband items, such as cigarettes (if applicable) or weapons.

Don't Rely on flooding a treatment center with literature to carry our message. The most powerful tool for carrying our message is the N.A. member.

Don't Read too many literature selections at the beginning of the meeting. Keep it short and simple to keep their attention.

Don't Let the meeting run too long. Most treatment center residents spend much of their day in meetings of one sort or another, often in the same room.

Don't Collect any money.