

**Washtenaw Area of Narcotics Anonymous
H&I Sub-committee Guidelines**

“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.”

The Washtenaw Area Hospitals and Institutions (H&I) Subcommittee is responsible for carrying the Narcotics Anonymous message of recovery into hospitals and institutions whose residents have restricted access to regular NA meetings. An H&I meeting/presentation may also be held where such a meeting better suits the needs of the addicts within the facility.

The Hospitals and Institutions subcommittee initiates, coordinates, and conducts all H&I meetings and presentations in the area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities. The H&I subcommittee is directly responsible to the ASC through the H&I chairperson. In all cases, the activities of the H&I Subcommittee are subject to the guidelines and group conscience of the ASC and should hold to the 12 Traditions of Narcotics Anonymous and the 12 Concepts for NA Service.

Officers:

A service board of officers shall consist of a chairperson, co-chairperson, and a secretary. The H&I chairperson is elected by the ASC according to ASC guidelines. Co-chairperson and secretary are elected by consensus at any regularly scheduled H&I Subcommittee meeting. Any of the following will be considered a voluntary resignation from any and all positions on the subcommittee:

- Relapse
- Missing two (2) consecutive monthly H&I Subcommittee meetings
- Missing three (3) meetings within a twelve (12) month period

In case of resignation by the H&I chairperson, the co-chairperson of the ASC shall automatically assume the position of H&I chairperson until the ASC elects an H&I chairperson. At the discretion of the ASC, the H&I co-chairperson may be appointed as interim chairperson of H&I.

In the event of resignation by the secretary, the H&I co-chairperson will perform the duties of the secretary until the position is filled.

Subcommittee Trusted Servants Positions

A. Chairperson

1. The chairperson is elected by the Washtenaw Area Service Committee according to the established guidelines the ASC. The H&I subcommittee is directly responsible to the ASC through the H&I chairperson.
2. The chairperson must attend all subcommittee meetings and ASC meetings.
3. The chairperson is encouraged to attend Michigan Region H&I Subcommittee activities and events.
4. The chairperson should maintain an open line communication with the Michigan Regional H&I Contact.
5. The chairperson makes sure that a link of communication is maintained between the subcommittee and the individual facilities. This communication is done by the panel leader, but the chair should ensure that it is taking place.

6. The chairperson is responsible to ensure that all panel leaders and panel members comply with the H&I subcommittee guidelines, ASC policies, the 12 Traditions of N.A., the 12 Concepts of N.A. Service, and the rules of individual facilities.
7. The chairperson presides over the monthly H&I subcommittee meeting.
8. The chairperson is responsible for giving a monthly report of all budget expenditures.
9. The chairperson is the acting treasurer of the H&I subcommittee, including requesting funds from the ASC and ordering and obtaining literature as requested by the co-chairperson.
10. Other responsibilities of the chairperson are outlined in the guidelines of the ASC
11. The chairperson should be aware of all matters that affect H&I in the Washtenaw Area and the MichiganRegion as a whole.

B. Co-chairperson

1. The co-chairperson is elected by consensus at any regularly scheduled H&I Subcommittee meeting
2. Requirements for the co-chairperson of the H&I subcommittee are:
 - a. One (1) year continuous abstinence from all drugs
 - b. Six (6) months experience doing H&I work
 - c. Understanding of the 12 Steps and 12 Traditions and 12 Concepts
3. The co-chairperson must attend all subcommittee meetings
4. The co-chairperson is encouraged to attend all ASC meetings
5. The co-chairperson is responsible for providing literature to the panel leaders. This responsibility includes:
 - a. processing requests for literature,
 - b. completing literature orders,
 - c. distributing literature, and
 - d. reporting to the H&I subcommittee on the distribution of literature.
6. The co-chairperson works with the chairperson to maintain the smooth operation of the subcommittee
7. The co-chairperson acts as chairperson in the absence of the chair, and may be appointed interim chairperson by the Washtenaw ASC

C. Secretary

1. The secretary is elected by consensus at any regularly scheduled H&I Subcommittee meeting
2. Requirements for the secretary of the H&I subcommittee are:
 - a. One (1) year continuous abstinence from all drugs
 - b. Understanding of the 12 Steps and 12 Traditions and 12 Concepts
3. The secretary must attend all subcommittee meetings
4. The secretary is encouraged to attend all ASC meetings
5. The secretary keeps an accurate set of minutes of all subcommittee meetings. These minutes are to be properly typed, approved by the chairperson, and distributed to all subcommittee members within two weeks following the subcommittee meeting.
6. The secretary is also responsible to keep an accurate set of records of:
 - a. A file of all correspondence to and from the subcommittee.
 - b. An ongoing file of all subcommittee minutes and the policies of the various facilities the subcommittee works with.
 - c. An updated list of all subcommittee members.
 - d. An updated list of all members willing and eligible to be panel members.

D. Panel leaders

1. Panel leaders are elected as needed by consensus at any regularly scheduled H&I Subcommittee meeting
2. Requirements to be a panel leader are:
 - a. One (1) year continuous abstinence from all drugs
 - b. Six (6) months experience doing H&I work
 - c. Understanding of the 12 Steps and 12 Traditions and 12 Concepts
3. Panel leaders must attend all subcommittee meetings
4. Panel leaders are encouraged to attend all ASC meetings

5. Panel leaders are responsible for maintaining ongoing communication with their facility
6. Panel leaders are responsible for all aspects of the facilities meeting including keeping supplies (literature, serial publications etc.) stocked, and making sure the meeting begins and ends on time
7. Panel leaders maintain communication, keeping the H&I chairperson aware of any problems that affect the facilities meeting.
8. Panel leaders should have regular communication with the panel members for their particular facility, to ensure that all is well at their particular facility.

E. Panel Members

1. The panel leader selects a panel from the current H&I volunteer list.
2. The panel may also include a member who is currently in the H&I panel orientation process (this member is there to observe and learn only i.e.; co-chair).
3. No panel member is to have less than six months continuous abstinence.
4. The panel should never consist of less than two nor more than five members.
5. The panel leader should make panel members aware of all their responsibilities during orientation.

General Information

- Relapse will be considered a voluntary and immediate resignation from any and all positions on the H&I subcommittee. For the purposes of this H&I subcommittee, relapse is defined as use of any drugs, including alcohol.
- Any member who cannot adhere to these guidelines or the rules and regulations of a particular facility will be automatically relieved of any H&I subcommittee responsibilities. The removal of a panel member is the immediate responsibility of the panel leader. The removal of a panel leader is the immediate responsibility of the H&I Chairperson.
- The H&I Subcommittee maintains supervision over all activities in the Washtenaw Area related to meetings in facilities and institutions where residents have restricted access to regular NA meetings.
- 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. These members may participate on panels going to other facilities.
- No H&I member will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor, and probation or parole officer.
- No member of a panel should have any personal contact with any resident or inmate of a facility outside of a regularly scheduled H&I related event.
- H&I members will not make any comments or promises regarding employment, parole, probation, or medical concerns.
- We carry only a message of Narcotics Anonymous: recovery from addiction through our spiritual program.
- Clean time requirements specific to any particular facility are the responsibility of every member of the H&I subcommittee.
- In all cases, H&I meetings and presentations should be delivered by at least two, preferably three panel members.

- The use of profanity is strongly discouraged. Excessive use of profanity, especially when in violation of specific rules of the facility, may be grounds for dismissal from further H&I panel participation.
- No members of the H&I subcommittee will be allowed to knowingly violate these guidelines or the rules of any particular facility, specifically:
 - Parolees and probationers serving panels in correctional facilities should have the express clearance of both their court appointed supervisor and the facility in question.
 - All panel members and leaders are responsible for their own conduct and that of their fellow panel members. Any violation of these guidelines or the rules of any particular facility should be reported immediately to the panel leader, the H&I chairperson, and, when appropriate, to the facility representative.
- The H&I subcommittee exists to share the Narcotics Anonymous message through our experience, strength, and hope. Panel members should try to get participants (inmates, patients, etc) involved in the meeting by providing reading materials and encouraging participants to share. Personal contact with participants should be established as soon as possible on their release.