

TREASURE COAST AREA HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES

DEFINITION & PURPOSE OF THE H&I SUBCOMMITTEE

The Treasure Coast H&I Subcommittee is a volunteer 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 recover need ever die without having had 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 main concern. This will ensure that addicts who are housed in a correctional facility, hospital or recovery house where access to regular NA meetings are restricted, will hear the message of recovery.

This committee shall maintain effective and complete accountability to the Treasure Coast ASC committee.

DEFINITION & PURPOSE OF THE H&I MEETINGS/PRESENTATIONS

An H&I meeting/presentation is a service provided by the Treasure Coast ASC through its H&I subcommittee rather than being an NA group which is represented at the Area Service Committee by a GSR. An H&I meeting/presentation allows NA to carry its message without being in violation of the NA Traditions and/or rules or regulations of the facility in which it serves. An H&I meeting/presentation is always held under the auspices of an H&I subcommittee. Any meeting that is not linked into the service structure in this way is not an H&I meeting. Meetings which are held in a facility but are fully self-supporting and free of restrictions are not H&I meetings.

The purpose of an H&I meeting/presentation is to carry the message to addicts in hospitals and institutions who have restricted access to regular NA meetings. H&I meetings/presentations, except for those in long-term facilities, are intended simply to introduce those attending to some of the basics of the NA program.

FUNCTIONS OF THE H&I SUBCOMMITTEE

- A. To communicate and disburse all information to and from all facilities through their Panel Coordinators.
- B. To distribute Narcotics Anonymous literature to the Panel Coordinators.
- C. To conduct a monthly business meeting to pool experiences. “I can’t – We can.”
- D. To provide an H&I service representative for participation in the Regional H&I Subcommittee, providing there is an active Regional H&I Subcommittee.
- E. To coordinate with the PI subcommittee the development of any new H&I meetings/presentations.
- F. To elect Panel Coordinators who will communicate with the facilities and select Panel Leaders to conduct the H&I meetings/presentations.
- G. To conduct workshops and orientations on relevant topics.

LITERATURE

1. Only Narcotics Anonymous literature approved by the WSO may be taken into a facility by H&I. Literature or any of these others will be distributed by the Literature Coordinator as set forth under that job description. Meeting schedules may be taken into some facilities.

BUSINESS MEETINGS

Regularly scheduled business meetings are held monthly. Where and when will be listed on our area Meeting List and on our Treasure Coast website. Business meetings shall be held not less than once

monthly. No business meeting shall last more than one (1) hour except by vote to extend this time limit by the members present.

H&I SUBCOMMITTEE MEETING AGENDA

1. Moment of silence for the addict still suffering
2. Serenity Prayer
3. Read the 12 Traditions and 12 Concepts
4. Take attendance and recognize any newcomers
5. If newcomers are present, define what a Panel Coordinator, Panel Leader, Panel Member and Literature Coordinator do and the clean time requirements for each. Also indicate how they may obtain voting privileges.
6. Elect trusted servants if appropriate
7. Read and approve the minutes of the previous meeting
8. H&I Subcommittee Chairperson's report
9. Panel Coordinator's report
10. Literature Coordinator's report
11. Old business
12. New business
13. Schedule the next subcommittee meeting
14. Close the meeting with the Serenity Prayer or the Third Step Prayer

MEMBERSHIP AND VOTING PRIVILEGES

Any member of Narcotics Anonymous may become a member of this H&I subcommittee. To obtain voting privileges, an NA member must attend two (2) consecutive subcommittee business meetings, thereby becoming eligible to vote upon attending their third (3) business meeting. Voting privileges are lost after missing two (2) consecutive business meetings.

Any member causing a disruption* causing the meeting to be halted, shall not be recognized and shall also lose their voting privileges. (*disruption = To be determined by the committee.)

All members are bound to comply with the clean time requirement of six (6) months for H&I eligibility. Clean time for the purpose of this subcommittee shall be construed as complete abstinence from all drugs.

ELECTION OF OFFICERS

Election of officers shall be held once a year in January, for the Administrative Committee, with the elected officers taking over in February and Panel Coordinators elected in June taking over in July. This subcommittee elects all positions except the Chairperson, who is elected by the ASC. Any officer elected by this subcommittee may also be terminated by this subcommittee. Members of this H&I subcommittee shall be elected each year to fill the following positions:

1. Chairperson (nominated by this subcommittee and elected by the ASC).
2. Vice-Chairperson
3. Secretary
4. Panel Coordinators
5. Literature Coordinator

In all cases, the term of service is one year. Nominees must meet all qualifications and requirements of the position for which they are nominated as set forth in these guidelines. An officer may resign at any time. When an officer becomes unable to perform the duties of his/her position, a successor shall be named by the Chairperson and approved by the H&I subcommittee at the next business meeting.

Officers may succeed themselves by re-election.

APPOINTED POSITIONS As necessary, individuals may be appointed by the Chairperson in agreement with the Vice-Chairperson to positions that fulfill a particular need.

RESPONSIBILITIES AND DUTIES OF ELECTED OFFICERS

The responsibilities of the subcommittee officers are set forth below, but the list is only a summary. Officers often take on extra responsibilities as needed. The success or failure of the subcommittee depends upon the dedication and leadership of its officers.

CHAIRPERSON:

- A. Clean time requirement is two (2) years and at least (1) years previous H&I Panel Coordinator experience.
- B. Coordinates all H&I activities.
- C. Prepares an agenda for and presides at all subcommittee meetings,
- D. Is responsible for the interchange of correspondence at the public level, as well as all correspondence within H&I, which involves policy matters.
- E. Ensures that the Traditions are upheld within this subcommittee and that the H&I guidelines are enforced.
- F. Makes regular reports to the H&I subcommittee on the status of all current and completed projects.
- G. May at any time without notice visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to Panel Coordinators.
- H. Maintains a link of communication between this H&I subcommittee and the Area Service Committee, including giving a monthly report to both.
- I. Attends the Regional H&I Subcommittee meetings and is a member of that subcommittee.
- J. Shall attend all business meetings of this H&I subcommittee.
- K. Has a working knowledge of the Treasure Coast H&I Subcommittee guidelines.

VICE-CHAIR:

- A. Clean time requirement is two (2) years and at least one (1) year previous H&I Panel Coordinator experience.
- B. In the absence of the Chairperson, or in the event of the inability of the Chairperson to perform his/her duties, or upon the resignation of the Chairperson, assumes all those responsibilities normally carried out by the Chairperson until the ASC has an election to fill that position.
- C. Works closely with the Chairperson and helps to keep proceedings orderly.
- D. May at any time without notice visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to Panel Coordinators.
- E. Maintains information on all hospitals and institutions being served and keeps a list of all current contact persons at the hospitals and institutions.
- F. Attends the Regional H&I Subcommittee meeting and is a member of that subcommittee.
- G. Shall attend all business meetings of this H&I Subcommittee.
- H. Has a working knowledge of the Treasure Coast H&I Subcommittee guidelines.
- I. Maintains a list of all Panel Leaders, Panel Coordinators and contact information.

SECRETARY:

- A. Clean time requirement is two (2) years, and at least six (6) months H&I experience.
- B. Takes an accurate set of minutes at every regular, special and general subcommittee meeting. Have basic typing and computer skills. Types the minutes, makes copies and has them available for distribution at each subcommittee meeting.

- C. Keeps a complete and updated Panel Member list including addresses, phone numbers and clean dates.
- D. Shall keep a continuing roster of monthly attendance at the business meetings.
- E. Shall type and prepare any materials necessary for distribution to the members of this H&I subcommittee.
- F. Maintains an ongoing file of all correspondence and minutes.
- G. Maintains all necessary stationary supplies and prepares correspondence as needed.
- H. Shall attend all business meetings of this H&I subcommittee.
- I. Has a working knowledge of the Treasure Coast H&I Subcommittee guidelines.

PANEL COORDINATORS:

- A. Clean time requirement is two (2) years and at least one (1) year participation in H&I, and at least six (6) months experience as a Panel Leader.
- B. Upon assuming position, meets with the contact person at the institution thus becoming the primary liaison between the institution and this subcommittee.
- C. Maintains ongoing communication between the institution and H&I.
- D. Attends the institution meeting regularly (at least one (1) per month).
- E. Selects, and dismisses, if necessary, Panel Leaders and is responsible for keeping the Panel Leaders informed of the rules of the facility, any rule changes, and meetings are functioning according to guidelines.
- F. Responsible for the literature inventory at the institution meeting.
- G. Attends the business meetings of this H&I subcommittee each month.
- H. Any Panel Coordinator who misses two (2) consecutive H&I business meetings without giving prior notification to the H&I Chairperson is subject to dismissal by this subcommittee.
- I. Has a working knowledge of the Treasure Coast H&I Subcommittee guidelines.

LITERATURE COORDINATOR:

- A. Clean time requirement is two (2) years and at least two (2) years H&I experience.
- B. Shall work with ASC in supplying this H&I subcommittee with its literature needs.
- C. Shall have all literature stamped and available for the Panel Coordinators at all regular H&I subcommittee meetings.
- D. Shall fill literature orders from all Panel Coordinators, to the extent available.
- E. Shall keep a continuous record of all literature distributed to the panel coordinators.
- F. Shall make a written report, so it can be submitted to Area as part of our monthly report.
- G. Shall audit distribution records on an ongoing basis to ensure that requests for literature from Panel Coordinators are prudent and do not put this subcommittee over budget.
- H. Shall attend all business meetings of this H&I subcommittee.
- I. Has a working knowledge of the Treasure Coast H&I Subcommittee guidelines.

RESPONSIBILITIES OF TRUSTED SERVANTS

This subcommittee has chosen a system of trusted servants called the “Panel System”. The word “Panel” here is not to be confused with the panel meeting format. Here is a list of the trusted servants involved, and the responsibilities and terms of each:

PANEL LEADER:

- A. Shall have at least one (1) year clean or meet the requirements of the institution being served if longer, and have a working knowledge of the Treasure Coast H&I Subcommittee guidelines.

- B. Shall invite all Panel Members to the H&I meeting/presentation and inform them of all the rules of the facility, the procedures for conducting the meeting, and all Do's & Do Not's listed in the guidelines
- C. Shall select members who carry a clear NA message. Clean time requirements shall be adhered to at all times.
- D. Shall start and end the meeting on time.
- E. Shall conduct the H&I meeting/presentation in the facility being served according to acceptable procedures.
- F. May be removed from the panel assignment at the Panel Coordinators discretion.

IF UNABLE TO ATTEND THE H&I MEETING, PANEL LEADERS ARE RESPONSIBLE FOR CONTACTING THE PANEL COORDINATOR FOR A REPLACEMENT

PANEL MEMBERS:

- A. Clean time requirement is at least six (6) months or the requirements of the institution if longer.
- B. Shall have a positive attitude and share an NA message of recovery.
- C. They are chosen each week by the Panel Leader.
- D. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct him/herself responsibly.

GENERAL INFORMATION

- 1. Any member of this H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he/she can conform to the requirements in the guidelines. Being clean for the purpose of this H&I subcommittee shall be defined as complete abstinence from all drugs.
- 2. 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 assignments.
- 3. All officers which are elected by this H&I subcommittee may also be terminated by this H&I subcommittee.
- 4. No Panel Coordinator or participant will involve him/herself with any other activity at any institution that this subcommittee serves which could result in damage to or possible conflict with:
 - A. The inmate or patient on the inside,
 - B. The working ability and the privilege of this subcommittee to carry the message inside of the institution.

For these same reasons, no Panel Coordinator, Panel Leader or Panel Member will interfere with or use influence in any institution, court, or hospital or with any judge, doctor or probation officer. Nor will he/she make any comments or promises regarding employment, parole, probation or medical problems. We can carry the message of Narcotics Anonymous with spiritual help.

- 5. The length of clean time required by each institution and this H&I subcommittee is to be rigidly upheld by all Panel Coordinators, Panel Leaders and Panel Members or speakers. Those persons sitting in on an H&I panel should be able to share a message of recovery in NA.

6. Narcotics Anonymous case histories, life stories, or NA principles, or NA general information are to be the main topics of any NA meeting conducted within all the institutions served by this H&I subcommittee. All Panel Leaders, Panel Members or speakers shall comply with these regulations confining their talks solely to Narcotics Anonymous.
7. The use of vile, profane or filthy language is strongly discouraged by this H&I subcommittee.
8. All dress codes will be obeyed. Members shall exercise common sense in dressing appropriately.
9. A member of Narcotics Anonymous on parole will be allowed to participate in or attend an NA meeting in institutions being served by this H&I subcommittee with express clearance by the authorities when requested.
10. Panel Leaders shall be responsible for the conduct of any Panel Member taken into any institution and shall instruct said member in advance regarding the regulations of the institution being served.
11. Printed instructions shall be furnished by the Panel Coordinator for the Panel Leaders and Panel Members so that he/she will have full knowledge of his/her responsibilities in connection with their individual assignments.
12. Failure to comply with the foregoing regulations shall be sufficient grounds for review of the suitability of a Panel Coordinator.
13. It is further suggested that to assist the purpose of Narcotics Anonymous in carrying the message, the Panel Coordinator will present the staff of the institution with NA literature and related information stamped with the NA Helpline number.
14. This H&I subcommittee strongly encourages attendance of all officers at all regular and special meetings of this H&I subcommittee.
15. The format for H&I meetings conducted by this H&I subcommittee will be restricted to four (4) types: Panel, Speaker, Basic Text Study and Topic. See the World H&I Handbook for a description of these formats. Open discussion or “jump in” meetings are discouraged in an H&I setting with the exception of long-term facilities; ie: women’s or men’s prison meetings.
16. The purpose of this H&I subcommittee and its individual panels is to share the experience, strength and hope of the Narcotics Anonymous message. It is hoped that Panel Coordinators and Panel Leaders try to get the inmates, patients and residents of any facility visited involved with the NA meeting through reading, sharing, answering questions, etc.

Anything not covered in these guidelines, please refer to the current World Service Hospitals and Institutions Handbook.

DO'S AND DO NOT'S FOR TREATMENT CENTERS

DO:

1. Do make meeting lists available to the residents.
2. Do clarify the rules with anyone you bring in.
3. Do start and end the meeting on time.
4. Do briefly explain what H&I is.
5. Do make it clear that NA is separate from the facility and is in no way affiliated with this facility.
6. Do obey all dress codes – use common sense.
7. Do have all literature stamped with the NA Helpline phone number.
8. Do explain the language we use – addict, clean, recovery, etc.
9. Do emphasize that recovery is available in NA regardless of the drug used.
10. Do emphasize the importance of getting to a meeting the first day out.
11. Do emphasize the importance of getting a sponsor and a home group.
12. Do use the literature suggested for H&I work.
13. Do be selective in who you choose to take to an H&I meeting. Those who share should be able to share a clear NA message of recovery.

DON'T:

1. Don't debate any issue involving the facility's rules or regulations.
2. Don't discuss conditions within the facility or opinions about the staff.
3. Don't debate the merits of treatment centers or other fellowships.
4. Don't comment on the methods used by the treatment center.
5. Don't put too much emphasis on what it was like using while you are sharing. They know what it was like.
6. Don't debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
7. Don't show favoritism to any resident.
8. Don't carry excessive cash or wear flashy jewelry.
9. Don't carry in any contraband items.
10. Don't give out your personal address or phone number or that of anyone else.

DO'S AND DO NOT'S FOR CORRECTIONAL FACILITIES

DO:

1. Do make meeting lists available to inmates.
2. Do clarify the rules with anyone you bring in.
3. Do start and end the meeting on time.
4. Do try to get the inmates involved in the meeting.
5. Do obey all dress codes – use common sense.
6. Do follow all security regulations.
7. Do have all literature stamped with the NA Helpline phone number.
8. Do screen all speakers carefully, especially regarding clean time requirements of the institution and this H&I subcommittee.
9. Do make sure that all speakers carry a clear NA message of recovery.
10. Do keep the staff aware of your whereabouts at all times.

DON'T:

1. Don't break another's anonymity or tell his/her story.
2. Don't take in a member who has friends or family members in the institution.
3. Don't get involved in discussions about an inmate's guilt or innocence.
4. Don't debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
5. Don't discuss conditions within the institutions or opinions about the staff.
6. Don't give or accept gifts.
7. Don't show favoritism to any inmate.
8. Don't carry excessive cash or wear flashy jewelry.
9. Don't carry letters in or out of the institution.
10. Don't carry in any contraband items.
11. Don't give inmates cash.
12. Don't give out your personal address or phone number or that of anyone else.
13. Don't take anyone in who has outstanding warrants or someone who is on parole without permission from the institution.

DO'S AND DO NOT'S FOR ADOLESCENT MEETINGS

DO:

1. Do remember that this is a “we” program. No addict should feel that he/she is being preached to.
2. Do remember that an addict is an addict regardless of age.
3. Do tell them that recovery is fun, ie: social events, dances, and fellowship.
4. Do acknowledge and validate their feelings and emotions.
5. Do acknowledge and validate their clean time.

DON'T:

1. Don't glorify your past.
2. Don't say, “I feel like I'm talking to my kids.”
3. Don't compare your bottom to theirs.
4. Don't patronize the adolescents.
5. Don't use profanity.

SUGGESTIONS FOR PANEL LEADERS

Thank you for being of service to our fellowship by carrying the Narcotics Anonymous message of recovery into an H&I setting. The following are some suggestions, which have been shown through experience to be helpful in carrying the message of Narcotics Anonymous. If you have any questions about them, please ask the Panel Coordinator or any H&I subcommittee member for clarification.

1. Panel Leaders shall be responsible for the conduct of all speakers taken into any facility or institution and they shall instruct said speakers in advance regarding the regulations of the facility or institution being served. A copy of the "Suggestions to Panel Members" should be furnished to the persons you select to share regardless of who they are.
2. Panel Members shall have a minimum of six (6) months clean and be an active member of Narcotics Anonymous.
3. It shall be your responsibility to start and end the meeting on time and to conduct the meeting according to the chosen format.
4. When Panel Members or speakers have shared, please use the remaining time for discussion on a topic selected by you, perhaps a recovery tool that was mentioned. Please call on persons one at a time rather than letting the discussion go spontaneously. This will allow for more control in keeping the meeting recovery-oriented.
5. Experience has shown that Narcotics Anonymous members should not be Panel Members or Panel Leaders at the facility/institution where they are employed. However, their attendance or participation in other H&I meetings should not be discouraged.
6. Finally, try to allow the residents or inmates of the facility/institution to be involved in the H&I meeting as much as it seems feasible. Experience has also demonstrated that sharing with the residents or inmates before and after the meeting is an excellent opportunity to enhance the spirit of the Fifth Tradition.

This list of suggestions is by no means all-inclusive. H&I guidelines from WSO, Inc. and from the local H&I subcommittee contains more detailed information. This was written and approved by the Treasure Coast H&I Subcommittee to emphasize a few issues which have arisen from time to time. We are not endeavoring to instruct you on how to carry the message. Instead, we are sharing with you some commonly held ideas regarding how to better carry the message of recovery the NA way.

Please consider these suggestions and above all, please continue to express your gratitude through your involvement in H&I.

SUGGESTIONS FOR PANEL MEMBERS

Thank you for being of service to our fellowship by carrying the Narcotics Anonymous message of recovery into an H&I setting. The following are some suggestions, which have been shown through experience to be helpful in carrying the message of Narcotics Anonymous. If you have any questions about them, please ask the Panel Leader or any H&I subcommittee member for clarification.

1. Please keep the Fifth Tradition (“Our primary purpose is to carry the message to the addict who still suffers”) in mind when sharing. In keeping with this, introduce yourself as “an addict”, not “an addict and…” not “chemically dependent” or anything else. Language appropriate to Narcotics Anonymous such as “recovery” (not sobriety) and “clean” (rather than “clean and sober”) and “clean time” helps to clarify our message.
2. We also suggest that a majority of your time sharing be devoted to your experience since coming to Narcotics Anonymous. A positive, hopeful attitude about recovery is our ideal. Lengthy recitations or “war stories” or “drug usage” are to be avoided. Remember, “We are not interested in what or how much you used or who your connections were but only in what you want to do about your problem and how we can help.”
3. Use of vile, profane or filthy language is strongly discouraged by this H&I subcommittee.
4. Dress should always be appropriate.
5. Nothing will be given to or taken away from an inmate or resident including messages.
6. Fraternalization is not a part of the Fifth Tradition and should be avoided. The NA Helpline phone number is a very good and strongly suggested alternative to your own.

This list of do’s and don’ts is by no means all-inclusive. It was written and approved by the Treasure Coast H&I subcommittee to emphasize a few issues which have been brought to our attention from time to time.