

Maine Area Service Committee of Narcotics Anonymous

H & I Subcommittee Guidelines

Description

The MASCNA Hospitals and Institutions Subcommittee initiates, coordinates and conducts all H&I presentations within the Area, and may use other methods, such as distributing literature and meeting lists, to make recovery more available to potential NA members. We 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, and from this day forward may we provide the necessary services".

Purpose

The purpose of an H&I presentation is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I presentations, except for those in longer term facilities, are intended to introduce those attending to some of the basics of the NA program. It is suggested that any presentation initiated by the H&I subcommittee shall be in cooperation with the PR/PI Subcommittee,

Function

1. Shall conduct monthly subcommittee meetings.
2. Serves as a communication link between the Maine Area Hospitals and Institutions Subcommittee and the Maine Area Service Committee.
3. Shall elect members to conduct H&I presentations.
4. Shall conduct an orientation for all new H & I subcommittee members.
5. Selects members who are to conduct and speak at H & I meetings.
6. Shall attempt to get all facilities rules, regulations, and requirements in writing.
7. Shall make meeting lists and NA helpline numbers available for potential members so they can find NA after their release.
8. Shall serve as a distribution point for all H&I literature and report all literature purchases to the MASCNA Treasurer.
9. Shall submit to MASCNA for approval, a set of updated guidelines no later than September of each year.

Literature

Only NA approved IP's, *Reaching Out*, and meeting lists shall be taken into a facility by H&I members. Literature will be distributed at the monthly subcommittee meeting, or **at another scheduled time agreed upon by the Literature Coordinator (if elected), Vice-Chair or the Chair.**

Basic texts shall be made available for use in facilities that do not have funds to purchase them from NAWS at the subcommittee's discretion.

Attendance

All members shall attend all subcommittee meetings. If you absolutely cannot attend a subcommittee meeting, you must inform the Chairperson via email/phone ASAP. If a member misses two (2) consecutive subcommittee meetings with no reason for their absence given, they may be removed from their position.

Agenda

1. Serenity Prayer
2. Twelve Traditions
3. Roll Call
4. Secretary's Report (If no secretary, this will be included in the Chair's report)
5. Literature Report
6. Chair's Report (If no Literature Coordinator position is used, this will include the literature report)
7. Ad-Hoc Reports
8. Panel Leaders Reports
9. Old Business
10. Elections
11. New Business
12. Adjournment
13. Closing 3rd Step Prayer

Motions

A main motion is a statement of an idea a member wants the subcommittee to put into practice. In order for any motion to proceed, it requires a second, the backing of another member who either wants the idea put into practice or wants to see further discussion of the idea take place. If no one seconds a motion, the motion dies for a lack of a second.

Discussion

Members speaking on an issue have three (3) to five (5) minutes in which to speak. Only one (1) issue will be on the floor at any time and when no other debate is in order. A member shall speak only when recognized by the Chairperson; to be recognized members will raise their hands. ALL members of the subcommittee shall have a voice on the floor.

Voting

All regular business voting will be conducted by a show of hands vote. A simple majority vote (50% plus one) is needed for all business. The majority needed to pass a motion shall be determined from the total number of votes cast; abstentions stand alone and do not count as part of the votes cast. In addition, motions to waive guidelines require a 2/3 majority vote.

Nominations

Nominations shall be solicited at the subcommittee meeting in March. A list of positions will be distributed, as well as the qualifications and responsibilities of each position. At the time of nominations, each nominee shall state, in person, their qualifications for serving the fellowship (clean time, NA sponsor, NA steps, NA service experience, and why they can and want to serve H&I).

Elected members who have not served two (2) consecutive terms will automatically appear on the list as a nominee, unless they decline to run for that position. A panel leader may only hold one (1) position at one (1) facility at a time, unless otherwise voted on by the subcommittee. Ad-hoc or temporary positions are the exception, and shall not be in conflict with current position held.

Elections

An annual election shall be held in April with the newly elected members taking over at the time of election for one (1) year. All candidates shall meet the qualifications and abide by the responsibilities stipulated in these guidelines. The subcommittee elects all members, except the Chairperson, who is nominated at and elected by the ASC.

Terms of Office

Regular term

All members shall serve a one (1) year term to be elected in April. All vacating members shall work with incoming members to make a smooth transition, **there is no exception to this!**

Vacant Positions

Elections to fill vacant positions will be held monthly, as needed. In the event a position is filled by vacancy, the member may, at the completion of the term, be nominated for a complete term according to regular nomination and elections procedures.

Temporary Positons

In the event a panel member position becomes vacant, the Chairperson of the H&I Subcommittee may appoint a member with the qualifications stipulated in these guidelines (sub-section F) to temporarily fill the position.

Ad-Hoc Positions

Ad-hoc positions shall be defined as a position created to serve a single purpose for a clearly specified length of time, such as workshops and/or learning days. After the objective of the ad-hoc position is fulfilled, its existence is no longer needed. The Chairperson of the H&I Subcommittee shall name the Ad-hoc Subcommittee and appoint a Chairperson.

Resignation

A member may resign at any time, and a successor shall be named and approved by the subcommittee. Upon the resignation of the H&I Chairperson, the Vice-Chairperson shall assume the responsibilities of the Chairperson until the ASC has an election for that position.

Removal

A member of the subcommittee shall be **immediately** removed from office by the Chairperson of the H&I Subcommittee due to the following:

- Relapse and/or loss of clean time
- Failure to abide by the rules and regulations of a facility
- Theft of ANY KIND within the fellowship or at a facility we serve.
- Failure to perform responsibilities as outlined in these guidelines.

Our 10th Concept states: “Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal”. If a member feels they have been wrongly removed or accused, that member can petition the subcommittee to address their grievance, without fear of reprisal.

Re-Election

In keeping with the principal of rotating leadership, it is recommended that no officer of the H&I Subcommittee serve more than two (2) consecutive regular terms in the same position. Members may succeed themselves by re-election only one (1) time unless there are no other willing volunteers for the position.

ELECTED OFFICERS

The following is a summary of the responsibilities of an elected Officer. The H&I Subcommittee's officers shall be a Chairperson, Vice Chairperson, and Secretary. All officers are to be elected by a simple majority vote of the subcommittee at large, except for the Chairperson, who is nominated by and elected at the ASC. Officers of the subcommittee will often be called upon to do more than is indicated in these guidelines. The success or failure of a subcommittee depends in great part upon the dedication and leadership of its officers.

A. Chairperson

The H&I chairperson is elected by the Area Service Committee as outlined in MASCNA Guidelines. The H&I subcommittee is directly responsible to the ASC through the H&I Chairperson.

Qualifications:

1. Clean time requirement – two (2) years
2. Has an NA sponsor, a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts for NA Service.
3. Has a working knowledge of MASCNA and H&I Guidelines.
4. Has the willingness and the desire to serve in this capacity.
5. Has previous H & I Subcommittee Experience, unless waived by ASC at elections.

Responsibilities:

1. Schedules subcommittee meetings and sets an agenda for each meeting.
2. Facilitates the subcommittee meetings and delegates tasks as necessary.
3. Shall conduct the orientation meeting for all new H&I Subcommittee members.
4. Shall submit an updated version of the guidelines, one (1) time each year.
5. Reports to the MASCNA and attends all ASC meetings.
6. The H&I chairperson must attend all H&I subcommittee meetings.
7. Is responsible for giving a monthly report of all budget expenditures.
8. Is aware of all matters that effect H&I in the Maine Area.
9. Makes sure that a link of communication is maintained between the subcommittee and the individual facilities it serves. This communication can be done by the panel leaders, but the Chairperson should ensure that it is taking place.
10. Ensure that the panel leaders and panel members comply with both the H&I Subcommittee guidelines and the MASCNA Guidelines, as well as the rules and regulations of the individual facilities.

11. Shall maintain an updated and accurate binder consisting of H&I information (contact list, flyers, H&I Handbook, Subcommittee minutes and anything else deemed important and related to H&I.
12. Shall ensure the subcommittee has literature and updated meeting lists monthly.
13. When there is no Literature Coordinator, shall take on all Literature Coordinator responsibilities.
14. Is ultimately responsible for the subcommittee fulfilling its purpose.

B. Vice Chairperson

Qualifications

1. Has one (1) year of continuous abstinence from all drugs.
2. Has been active for at least six (6) months in the H&I Subcommittee, unless otherwise agreed upon and voted on by the H&I Subcommittee.
3. Has an NA sponsor, a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts for NA Service.
4. Has a working knowledge of MASCNA and H&I Guidelines.
5. Has the willingness and the desire to serve in this capacity.

Responsibilities

1. Shall attend all monthly H&I Subcommittee meetings in their entirety.
2. Shall notify the H&I Chairperson when unable to attend a subcommittee meeting.
3. Shall act as Chairperson in the Chair's absence at the subcommittee meetings and the ASC.
4. Shall attend at least two (2) ASC meetings per year.
5. Shall own, read and understand the World Service H&I Handbook, H&I Subcommittee Guidelines and the H&I Orientation Packet.
6. Shall maintain regular contact with Panel Leaders to verify that all presentations are covered and that the facilities needs are being met.
7. Shall make and second motions at the subcommittee meetings and shall be a voting member.

C. Secretary

Qualifications

1. Has one (1) year of continuous abstinence from all drugs.
2. Has secretarial and organizational skills and is computer literate.
3. Has access to computer, internet and printer.
4. Has an NA sponsor, a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts for NA Service.
5. Has a working knowledge of MASCNA and H&I Guidelines.
6. Has the willingness and the desire to serve in this capacity.

Responsibilities:

1. Shall attend all monthly H&I Subcommittee meetings in their entirety.
2. Shall notify the H&I Chairperson when unable to attend a subcommittee meeting.
3. Shall own, read and understand the World Service H&I Handbook, H&I Subcommittee Guidelines and the H&I Orientation Packet.
4. Shall take accurate minutes of the subcommittee meeting
5. Shall maintain and update roster of all subcommittee facility information and subcommittee members.
6. Shall type and email, monthly subcommittee meeting minutes and roster to all subcommittee members within two (2) weeks of the subcommittee meeting.
7. Shall maintain an ongoing file of all minutes and correspondences.
8. Shall contact each subcommittee member and remind them of next subcommittee meeting, mass email is allowed.
9. Shall make and second motions at the subcommittee meetings and shall be a voting member

D. Literature Coordinator

This position may or may not be active, at the discretion of the H&I Subcommittee. When this position is not active, the responsibilities rest with the Chair of the H&I Subcommittee, unless otherwise specified, but must be the responsibility of an officer (Chair, Vice Chair, Secretary).

Qualifications:

1. Has one (1) year of continuous abstinence from all drugs.
2. Has an NA sponsor, a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and the Twelve Concepts for NA Service.
3. Has a working knowledge of MASCNA and H&I Guidelines.

4. Has the willingness and the desire to serve in this capacity.

Responsibilities:

1. Shall fill literature orders from the panel leaders.
2. Shall keep an updated inventory of the subcommittee's literature and a record of literature distributed to panel leaders.
3. Shall make a report at the monthly subcommittee meeting on literature distributed and/or purchased.
4. Shall work with the Chairperson to make sure the necessary literature is obtained from the ASC.

THE PANEL

The panel should never consist of less than two members. These panel members should be made aware of all their responsibilities by the panel leader during the orientation stage.

E. Panel Leader

Qualifications:

1. Has one (1) year of continuous abstinence from all drugs.
2. Shall be qualified and elected into position by the H&I Subcommittee.
3. Has been active for six (6) months in the H&I Subcommittee, unless otherwise agreed upon and voted on by the H&I Subcommittee.
4. Has no involvement with a given facility on a professional or volunteer basis.
5. Has an NA sponsor, a working knowledge of the Twelve Steps of NA, the Twelve Traditions of NA and is familiar with the Twelve Concepts for NA Service.
6. Has a working knowledge of H&I Guidelines.
7. Has a clear message of recovery in Narcotics Anonymous.
8. Has the willingness and the desire to serve in this capacity.
9. Understands the importance of a clear NA message and what is considered a "mixed message" and why a "mixed message" is detrimental to carrying the message of Narcotics Anonymous to the addict who still suffers.

Responsibilities:

1. Shall conduct H&I meetings/presentations in the facility being served according to acceptable procedures.
2. Shall be responsible for all panel members in the meeting, and for making sure the meeting starts and ends on time, including literature brought into, or left for the meeting at a facility.
3. Shall notify the Chair, Vice Chair, and facility, in advance, when unable to conduct a regularly scheduled meeting.
4. Shall inform all panel members of H&I's Do's and Don'ts, the H&I format used at the meeting, and facility rules and regulations before they are to speak.
5. Shall attend all monthly H&I Subcommittee meetings in their entirety.
6. Shall notify the H&I Chairperson when unable to attend an H&I subcommittee meeting.
7. Shall own, read and understand the H&I Subcommittee Guidelines and the H&I Orientation Packet.
8. Ensure that the Chairperson receives any facility contact information.
9. Ensure that the Chairperson is immediately made aware of any issues or problems that arise at any meeting/presentation.
10. Shall abide by the H&I Subcommittee guidelines and facility requirements, and can be removed from their position for not following H&I and facility requirements.
11. Shall make and second motions at the subcommittee meetings and shall be a voting member.

F. The Panel Member

Qualifications:

1. Shall have at least six (6) months of continuous abstinence from all drugs.
2. Shall be qualified, elected and assigned by the H&I Subcommittee, and be cleared by the facilities whenever necessary.
3. Has no involvement with a given facility on a professional or volunteer basis.
4. Has worked, or is currently working, the Twelve steps of Narcotics Anonymous and understands the Twelve Traditions of Narcotics Anonymous.
5. Preferably has an NA sponsor, or is actively searching for one.
6. Has a **CLEAR** message of recovery in Narcotics Anonymous and has been through the orientation process

7. Understands the importance of a clear NA message and what is considered a “mixed message” and why a “mixed message” is detrimental to carrying the message of Narcotics Anonymous to the addict who still suffers.

Responsibilities:

1. Will attend one to two meeting/presentation to listen to and observe the panel before actively participating themselves.
2. Be familiar with H&I meeting/presentation format(s).
3. Be familiar with the H&I Subcommittee and facility rules.
4. Shall be informed of, read, and abide by the H&I orientation packet, H&I Guidelines and speaker suggestions.
5. Inform the Panel Leader, ahead of time, if unable to make a presentation or to get coverage.
6. Attend regularly scheduled H&I Subcommittee meetings on a monthly basis.
7. Shall make and second motions at the subcommittee meetings and shall be a voting member.