

## **H&I Policy**

### **Greater Than Ourselves Area of Narcotics Anonymous**

#### **Hospitals & Institutions Subcommittee Guidelines**

**Updated 3-15-09**

#### Definition and Purpose

The H&I Subcommittee of the Greater Than Ourselves Area Service Committee is a group of recovering addicts 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." 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 Than Ourselves Area Service Committee and is directly responsible to that committee.

#### Functions of the H&I Subcommittee

- A. To carry the message of recovery, and to disburse literature to facilities through our H&I panels.
- B. To conduct monthly business meetings.
- C. To provide H&I learning days/workshops.
- D. To carry out the directives of the GTO Area Service Committee

#### Servants

- A. The service committee shall consist of a chairperson, a vice-chairperson, and secretary. Any subcommittee member who relapses will automatically be removed from their trusted servant position.

- B. In the case of resignation, the vice-chairperson shall automatically assume the position of chairperson until H&I Subcommittee elects a chairperson.
- C. If the vice-chairperson cannot or will not assume the position, the secretary or a panel leader (in that order) will act as H&I chairperson until the H&I Subcommittee fills the position.
- D. In the event of resignation by the secretary, the position shall be held open for a period of one month or until a willing member from the fellowship is found to serve in the position.
- E. All positions will be one year, except panel leaders which will be six months. Election of new servants shall be conducted at the regular June and December subcommittee meetings each year.

#### Qualifications and Duties of Servants

A. It is suggested that the Chairperson have one (1) year clean time, plus a minimum of six months activity in H&I work, and a working knowledge of Narcotics Anonymous Steps and Traditions.- The chairperson will be elected by the ASC in June for a term of six (6) months in accordance with H&I guidelines.- Responsibilities include:

Bringing before the general meeting of the subcommittee matters that should be acted upon by the subcommittee.

Carrying out policies and directives for the subcommittee.

-Attending area service committee meetings.

-Being responsible for all H&I subcommittee correspondence.

-Keeping copies of hospital, institutional and recovery house guidelines, rules and regulations.

Providing to all panel members the following:

- a. -H&I Subcommittee Guidelines
- b. -Rules of the facility
- c. Communication between facility and H&I committee

B. Vice-chairperson should have at least one (1) year clean time and six (6) months experience in H&I work, and a working knowledge of Narcotics Anonymous Steps and Traditions. Responsibilities include:

-Assuming the responsibilities of the chairperson in the event of the chairperson's absence.

-Helping coordinate H&I meetings/presentations by acting as panel coordinator.

-Maintaining literature stockpile and literature disbursements.

C. Secretary should have at least one (1) year clean time, and a working knowledge of Narcotics Anonymous Steps and Traditions.- Responsibilities include:

-Recording minutes of all subcommittee meetings.

Copying and distributing those minutes.

Coordinate with panel leaders.

Keeping records of all subcommittee members, including addresses and telephone numbers.

D. H&I Panel Leader should have at least one (1) year clean time and six (6) months activity in H&I work, and a working knowledge of Narcotics Anonymous Steps and Traditions.- Responsibilities include:

-Inviting panel members to the H&I meeting/presentation and in general doing all the things necessary to conduct the meeting.

-Communicating regularly with the panel coordinator (vice-chairperson), informing him/her of any problems with the meeting/presentation.

-Making a report on the H&I meeting to the H&I subcommittee at each subcommittee meeting.

-Maintaining supplies for the meeting/presentation (i.e., literature, copies of Reaching Out, etc.).

All panel leaders must report to the H&I Subcommittee in person each month. Failure to do so 2 months in a row, the panel leader will be subject to be removed.

E. H&I Panel Members should have at least 60 days clean to attend an H&I meeting. They should have at least 90 days clean time before they are asked to participate (share). Members shall be invited by the H&I subcommittee, and be cleared by the facilities whenever necessary. H&I Panel Members requirements and responsibilities include:

-Being familiar with the H&I meeting/presentation format.

-Being familiar with the rules of the subcommittee and facilities.

-Being able to share a message of recovery in Narcotics Anonymous.

Attending at least one H&I workshop or orientation.

Observe 2 H&I presentations before sharing, regardless of clean time.

In order to qualify for any of the above positions, H&I members shall come to the H&I meeting and inform the subcommittee of their desire to serve.

Should a member relapse, they will need to start the process over, including attending another H&I workshop and clean time requirements.

Every person holding a position in H&I subcommittee needs to attend at least one workshop per year.