



Greensboro Area

H&I Subcommittee

Guidelines &

Procedures

**This Policy reflects the
Narcotics Anonymous H&I
Handbook**

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Area H&I Subcommittee Guidelines and Procedures

I. Purpose and Mission

A. Purpose

The Greensboro Area Hospitals and Institutions Subcommittee is a volunteer group of members of Narcotics Anonymous which exists for the purpose of carrying the NA recovery message to addicts in hospitals, treatment centers, prisons and jails and to any similar facilities whose residents cannot regularly attend the home group meetings of NA.

B. Mission

"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 will ensure that when an addict who is housed in a correctional facility, hospital, or related facility reaches out for recovery, Narcotics Anonymous will be there. H&I meetings/presentations, except for those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.

II. Functions and Responsibilities of the H&I Subcommittee

A. H&I Subcommittee Created By The Area Subcommittee

The H&I Subcommittee of the Greensboro Area Service Committee performs outreach to hospitals and institutions on behalf of the Area Service Committee (ASC). This subcommittee derives its funding and authority from the ASC and is directly responsible to the ASC. The subcommittee adheres to all policies, procedures, guidelines, and motions voted on by the ASC.

B. Subcommittee Guidelines

1) Responsibilities of the Subcommittee

- a) To conduct a monthly business meeting
- b) To maintain a clear and effective line of communication by electing panel coordinators to communicate with facilities and panel leaders who conduct the H&I meetings/presentations sponsored by this committee
- c) To provide an H&I service representative for participation in the regional H&I subcommittee
- d) To coordinate the development of any new H&I meetings/presentations
- e) To provide training for panel coordinators, panel leaders, and H&I representatives
- f) To administer and supervise the work of the subcommittee and to oversee the fulfillment of all its commitments
- g) To provide information to NA members in the Greensboro area through announcements at home groups and the ASC, and through learning days and workshops
- h) To conduct sustained outreach to the NA member and to provide monthly formal orientation of new H&I volunteers
- i) To maintain an effective line of communication to the ASC through regular attendance by the chairperson at monthly ASC meetings
- j) To provide NA literature to the facilities to which the subcommittee carries meetings if the facility cannot or will not provide their own.
- k) To provide an open forum for members of the Greensboro Area to share their experience, strength and hope in matters concerning the H&I commitment

2) Subcommittee Meetings

- a) The H&I Subcommittee will meet at 5:00pm on the second Saturday of each month.
- b) The meeting place will be in classroom 103 at First Friends Meeting, 2100 West Friendly Avenue, Greensboro, unless notice is given of an alternate location.
- c) The H&I Subcommittee Chairperson will preside at the meeting. If the Chairperson is unable to preside, the Vice-Chairperson will preside. In the absence of the Chairperson and Vice-Chairperson the members present will designate another subcommittee member to preside.
- d) The format of the meeting will be as follows:
 - a. Moment of silence for the still suffering addict
 - b. Opening prayer
 - c. Reading of 12 Traditions
 - d. Reading of 12 Concepts of NA Service
 - e. Self-introductions around the room
 - f. Read and approve minutes of the previous meeting

- g. H&I Literature Chairperson delivers budget and literature report
 - h. Panel Coordinators facility reports
 - i. Old business
 - j. Elect officers (if necessary)
- e) New business
 - f) Closing prayer

III. Subcommittee Membership and Elected Officers

A. Membership

- 1) Any member of N.A. may attend H&I subcommittee meetings.
- 2) There is no clean time requirement for subcommittee membership.
- 3) In order to vote on subcommittee business, the member must complete subcommittee orientation yearly.

B. Orientation

- 1) Any member willing to carry the message of Narcotics Anonymous may be oriented.
- 2) Persons oriented must be present for the Serenity Prayer at the beginning of orientation and stay until the final Serenity Prayer at the end of the 5:00pm H&I Subcommittee meeting.
- 3) The subcommittee will conduct orientation monthly in accordance with the Orientation Packet.
- 4) The Chairperson will conduct the orientation. In the Chairperson's absence, the Vice-Chairperson or another officer may be appointed
- 5) The secretary will record and maintain a current panel members list of the names, telephone numbers, email or mailing addresses, clean dates, and date of orientation of each oriented member.
- 6) Once oriented, the member will become a panel member, be eligible to vote, and may serve on an H&I panel subject to the clean time and other requirements of the subcommittee and the facility to which he or she shall serve.
- 7) Panel members must be re-oriented annually to maintain voting and panel participation rights.

C. Elected Officers

- 1) Chairperson Criteria and Responsibilities:
 - a) The Chairperson must have at least two years of clean time.
 - b) Presides and maintains order at all area H&I subcommittee meetings

- c) Will communicate and meet with all new facility contacts in cooperation with and with participation of the PR subcommittee
- d) Will attend all ASC meetings and gives a report of H&I subcommittee meeting to the area
- e) Is the principal contact for the Greensboro Area H&I subcommittee for other bodies within the N.A. service structure and the community at large
- f) Will attend the quarterly regional H&I subcommittee meeting for which he/she is a voting member
- g) The chairperson will serve a one-year term
- h) Is responsible to ensure that all panel coordinators comply with policies of the H&I subcommittee, ASC, and individual facilities they are coordinating

2) Vice-Chairperson

- a) The Vice-Chairperson must have at least one year of clean time and at least six months experience in H&I work.
- b) This is a two-year commitment. One-year commitment as Vice-Chairperson and one year as Chairperson.
- c) Assumes the responsibilities of the chairperson in the event of the absence of the chairperson or until a new chairperson is elected
- d) Attends all H&I subcommittee meetings
- e) Works closely with the chairperson and assists with all subcommittee business
- f) Assists the chairperson by temporarily filling vacancies in positions of secretary, literature coordinator, and facility coordinator when alternates are incapacitated and unable to attend subcommittee meetings
- g) Joins the chairperson in attending regional H&I subcommittee meetings whenever possible
- h) Will serve as chairperson for the learning day adhoc planning subcommittee
- i) Maintains working knowledge of H&I subcommittee policy and addresses policy questions at subcommittee
- j) Offers to meet with facility contacts along with the Panel Coordinator at least yearly to discuss any issues with the presentation.

3) Secretary

- a) The Secretary must have at least one year clean
- b) The commitment is for one year of service.
- c) Attends all H&I subcommittee meetings and keeps the minutes of the meeting. Each member in attendance will be recorded in the minutes by first name and last initial only.
- d) Distributes the written minutes promptly after each meeting to all members by way of email or, by special request by any member, by the U.S. mail
- e) Takes written attendance at every subcommittee meeting, recording the name, home group, phone number, clean date, and email or mailing address of each member in attendance

- f) Records the name, home group, telephone number, clean date, email or mailing address of each person who attends orientation each month
- g) Maintains an up-to-date list of all members of the subcommittee including name, telephone number, clean date. One list is the “active” list that includes all members oriented within the last year. Another list to be maintained is the “inactive” list with those whose last orientation date is over one year. After two years without being oriented the entry is removed from the inactive list.
- h) Maintain an updated list of all facilities we serve to include, name and address of facility, facility contact name and phone number, facility coordinator's name and phone number, panel leader's names and phone numbers, facility guidelines rules and regulations.

4) Alternate Secretary

- a) Attends all subcommittee meetings
- b) Commitment is two years including one year as Alternate and one year as Secretary
- c) Assumes responsibility of Secretary in case of absence
- d) Works closely with the Secretary and is trained in the Secretary's work
- e) Clean time requirement is 6 months

5) Literature Coordinator

- a) Must have one year of clean time.
- b) The commitment of one year of service is required.
- c) Develops, with the assistance of the outgoing literature coordinator, a fiscal budget for the coming year. The budget will be prepared in July and presented to the subcommittee at the August H&I Subcommittee meeting.
- d) Also prepares any other financial budget reports that may be needed by the subcommittee (i.e. Learning Day Budget)
- e) Is responsible for opening and/or maintaining accounts with service offices for the purpose of maintaining a supply of literature for the H&I Subcommittee. Maintains a prudent reserve of literature adequate to meet the needs of the facilities for which we serve.
- f) Will ensure that all literature is stamped with the Greensboro Area H&I information stamp.
- g) Develops a plan of distribution of literature to the Panel Coordinators and Panel Leaders of the facilities we serve.
- h) Distributes said literature only to the facilities, and to the Panel Coordinator and Panel Leaders of the facilities we serve. Literature should never be distributed to home groups, other individuals, or any outside entity without the express consent and vote of approval by the H&I Subcommittee.
- i) Presents a literature report to the H&I Subcommittee at each monthly subcommittee meeting.
- j) Maintains proper records for a period of two years including literature order invoices, monthly inventory detail report, H&I Literature reports, literature

reimbursement and/or payment requests, fiscal budget reports, and Learning Day budget reports.

6) Alternate Literature Coordinator

- a) Clean time requirement is six months.
- b) Commitment is two years. One year as Alternate and one year as Literature Coordinator.
- c) Assumes all responsibilities of the Literature Coordinator in his/her absence or incapacity.
- d) Attends all subcommittee meetings and works closely with the Literature Coordinator to begin learning the job. He/She will help the Literature Coordinator with distribution of literature at subcommittee meetings.

7) Panel Coordinator

- a) The Panel Coordinator is the lead officer for one individual facility the subcommittee serves. He/She serves as liaison between the facility and the subcommittee and must have a good working relationship with contact(s) within the facility.
- b) Clean time requirement is one year. He/She must have six months of previous H&I service work.
- c) The commitment of service for Panel Coordinator is one year.
- d) Is responsible to recruit and maintain Panel Leaders for each week H&I meetings are held in his/her facility.
- e) Will fill in as Panel Leader in the event of absence or vacancy of Panel Leader to ensure that week's meeting goes in.
- f) Is responsible to obtain literature from the Literature Coordinator for distribution to the facility or the Panel Leaders.
- g) Maintains open communication with the Panel Leaders, including but not limited to, scheduling conflicts, literature shortages, issues with the facility, and reports that the meeting did or did not go in successfully (with a reason if meeting did not go in). This report should be obtained from the Panel Leader within 24 hours of scheduled meeting time.
- h) Must attend all monthly H&I Subcommittee meetings and give a report on the facility. If the Panel Coordinator must be absent, he/she will communicate a report to the Chairperson at least 24 hours in advance.
- i) If orientation is required of volunteers at the facility, the Panel Coordinator will make this information available to the subcommittee. He/She will have any necessary applications and orientation dates or other information available at subcommittee as well as providing these to the Panel Leaders and Panel Members if needed. The Panel Coordinator will forward any new applications to the facility if necessary and provide a list of approved N.A. volunteers to the subcommittee secretary.
- j) Maintains an updated list of facility name, address, contacts, and their telephone numbers and email address. Maintains a list of names and phone

- numbers of all Panel Leaders. Maintains a list of all Panel Members for facilities requiring orientation beyond H&I Subcommittee orientation. The Panel Coordinator is responsible to provide any changes and updates to any of this information to the H&I Secretary monthly.
- k) The Panel Coordinator is responsible to check that all H&I volunteers at his/her facility fulfill all the necessary requirements, are familiar with the H&I Handbook, and are being oriented regularly as specified in the "Orientation" section of this policy.
 - l) Offers to meet with facility contacts along with the Vice Chairperson at least yearly to discuss any issues with the presentation.

8) Panel Leader

- a) H&I Panel Leaders are selected by the facility Panel Coordinator. The Panel Leader is responsible for one week of the month at one facility for which the subcommittee maintains a commitment.
- b) Panel Leaders should have at least six months of clean time and at least three months of activity in H&I work.
- c) There is a one-year commitment to service.
- d) Recruits one or more Panel Members to participate in the panel for his/her assigned week's commitment.
- e) Conducts the meeting in accordance with the approved H&I Subcommittee format.
- f) Maintains open communication with the Panel Coordinator, including but not limited to scheduling conflicts reported at least 24 hours in advance, literature shortages, issues with the facility, and reports that the meeting did or did not go in successfully (with a reason if meeting did not go in). This report should be given to the Panel Coordinator within 24 hours after the scheduled meeting time.

9) Panel Members

- a) A Panel Member is an N.A. member who has been oriented by the H&I Subcommittee and has a desire to carry the message of Narcotics Anonymous to those who cannot attend regularly scheduled N.A. home group meetings.
- b) The Panel Coordinator and the Panel Leader select and recruit panel members for meetings/presentations within the facility. Panel Members may also let their desire to serve be known to Panel Coordinators and Leaders using the updated panel coordinator/leader list attached to the monthly H&I minutes email.
- c) Panel Members with 90 days of continuous clean time may attend a panel meeting but cannot participate in any discussions.
- d) Panel Members with at least six months of continuous clean time may share in the meeting/presentation.

- e) Facilities may have additional requirements for Panel Members to attend a meeting in their facility. These additional requirements are included in the H&I Subcommittee orientation. Panel Coordinators can assist with additional application and orientation to meet facility requirements.
- f) Panel Members should be familiar with Subcommittee and facility rules, the H&I meeting format, and make a commitment to attend at least one H&I meeting presentation each month.
- g) Panel Members should be able to share a clear and consistent message of recovery in Narcotics Anonymous.
- h) It is suggested that a Panel Member not attend more than one meeting per month at any facility. Panel Members that want to attend more meetings are encouraged to do so, but at other facilities.

IV. Elections

A. Procedure and Timing of Elections

- 1) Elections of officers will be held at the subcommittee meeting in July of each year.
- 2) Volunteers for elected office will be accepted beginning with the May subcommittee meeting held prior to elections and will close at the July subcommittee meeting. Volunteers for elected office should submit a completed service resume. The secretary will include copies of these completed resumes to send out with the minutes for review by voting members.
- 3) Volunteers for elected office must be present at the July subcommittee meeting in order to be elected.
- 4) The following officers are elected in July of each year: Vice Chairperson, Secretary, Alternate Secretary, Literature Coordinator, Alternate Literature Coordinator, and Panel Coordinators for each facility we serve. The Chairperson position will be filled by the current Vice Chairperson provided there is a vote of confidence by the subcommittee. Likewise the Secretary and Literature Coordinator positions will be filled by the respective Alternates secondary to a vote of confidence by the subcommittee.
- 5) The subcommittee's vote for Chairperson will then be carried to the ASC meeting held in July in accordance with ASC election procedure including carrying the vote back to the home groups. The Chairperson elected by the subcommittee will serve in that capacity beginning in August and will continue to serve in interim until his/her position is confirmed by the ASC.
- 6) Only voting members of the subcommittee are eligible to vote (See Section V. 5. below for criteria of a voting member)

- 7) Immediately prior to holding a vote for elected office, the Vice Chairperson will read the requirements of said office (see Section III, C. of policy) aloud to the subcommittee members present.

B. Attendance of Elected Officers

- 1) An officer will be removed automatically in case of a relapse.
- 2) An officer may be removed for cause. "Cause" is defined as:
 - a) failure to attend three consecutive subcommittee meetings
 - b) repeated and sustained failure to carry out the duties of his or her office
 - c) serious violation of the rules and guidelines of any facility

C. Removal or Vacancy of Elected Officer Positions

- 1) If the Chairperson position is vacated for any reason the Vice Chairperson will fill the position in the interim until the ASC approves a Chairperson.
- 2) For officers other than Chairperson an alternate can cover the position, or an election can be held.
- 3) Any subcommittee officer except the Chairperson may be removed from office by a majority vote of the H&I subcommittee
- 4) The Chairperson may be removed from office by a majority vote of the ASC.

V. Motions and Voting

- 1) Any H&I subcommittee member may submit a motion to the subcommittee for a vote.
- 2) It is suggested, but not required, that the motion be submitted on a New Motion Form (available from the Secretary)
- 3) Each motion must be seconded in order to be eligible for a vote.
- 4) The motion shall be discussed with no more than two pros and two cons and a vote is then taken. Motions may be withdrawn, defeated, tabled, or amended.
- 5) In order to vote on subcommittee business, the member must complete subcommittee orientation yearly.
- 6) A quorum is required to vote on any subcommittee business.
- 7) A quorum is defined as 50% of all subcommittee elected officers. Vacant positions are not included in the quorum.

VI. Budget and Finance

- 1) The incoming Literature Coordinator will prepare a proposed annual H&I Subcommittee budget for the upcoming fiscal year. The proposal will be presented to the Subcommittee at the October Subcommittee meeting.
- 2) The budget proposal will provide for acquisition of literature, administrative expense, and the expense of an annual Learning Day. It will consider historical expense trends as well as year-forward expense projections.
- 3) The incoming Literature Coordinator will present the budget proposal to the Subcommittee in October. The subcommittee may offer amendments and will take a group conscience on the budget as amended. Upon approval the budget will be referred to the ASC in October to be carried back to the groups for final approval.
- 4) During the fiscal year the Literature Coordinator or other officer will draw against the budget as follows:
 - a) Funds for Subcommittee literature expenses will be forwarded directly to Florida Regional Service Office (30-day net terms), from which literature has been ordered, by the ASC Treasurer upon written request with receipts from the Literature Coordinator. Written requests with receipts will be submitted monthly to the ASC Treasurer by the H&I Chairperson.
 - b) Any member with administrative expenses will submit a reimbursement request with receipts to the H&I Chairperson. The H&I Chairperson will then submit said requests with receipts to the ASC Treasurer for reimbursement.
 - c) The Literature Coordinator will include with his monthly report to the subcommittee a report of actual expenses as compared to budgeted expenses for the year to date.
 - d) If during the fiscal year any funds are or are projected to be expended in excess of the annual budget allotment, the Subcommittee Chairperson and Literature Chairperson will promptly submit a motion to the ASC for reallocation within budget items, or for a budget increase, to be considered in accordance with the finance procedure of the ASC.

IX. Ad hoc Committees

- 1) The Subcommittee may at its discretion create an Ad Hoc Committee to perform a specific function.
- 2) An Ad Hoc Committee will draw its membership from among the voting members of the Subcommittee and will have at least three members in all. One of the members will serve as Ad Hoc Committee Chairperson.
- 3) No funds other than for routine administrative expense will be provided for the work of any Ad Hoc Committee. If additional funds are needed, the Subcommittee may choose to reallocate funds from its approved budget or

- submit and obtain approval from the ASC for an additional supplemental budget.
- 4) The term of each Ad Hoc Committee will continue until the earlier of the date of completion of its work or one year from the date of its formation. If additional time is needed it may be granted or denied as determined by the H&I Subcommittee.

VII. Facilities

- 1) The H&I Subcommittee may be approached by facilities requesting an H&I meeting. In other instances, a member of the fellowship or H&I Subcommittee member may identify or suggest a facility for an H&I presentation/meeting.
- 2) Greensboro H&I meetings will be limited to one meeting per facility per week, the exception being those facilities that restrict movement from one floor or pod to another. Such facilities that restrict movement shall be limited to one H&I meeting per week per floor or pod for which we provide H&I meeting services.
- 3) The primary requirement for an H&I meeting/presentation is that the facility's guests, incarcerated NA members, residents, or clients have no access or very limited access to NA meetings outside the facility. Facilities that do not meet this requirement will not be considered for service by the H&I Subcommittee. It may be suggested that the facility consider hosting a home group or outside meeting in such cases.
- 4) The Chairperson will contact the facility to discuss if the primary requirement is met. If the above requirement is in place the Chairperson along with a representative from the public relations subcommittee (for new facilities) or Chairperson along with Panel Coordinator (for existing facilities adding a new presentation) will meet with contact(s) at the facility to discuss conditions including but not limited to date and time for the meeting, any special rules or requirements of the facility, NA literature purchases by the facility, etc
- 5) Literature needs should be accessed for the meeting and the facility should provide literature if possible. If the facility is unwilling or unable to provide literature, the Literature Coordinator should determine literature needs and budget requirements
- 6) The Chairperson will bring results of meeting with the facility including literature needs back to the H&I Subcommittee for discussion.
- 7) The subcommittee will evaluate other factors including but not limited to adequate support by the subcommittee. It is mandatory that the following positions are filled (by stating willingness in person at the subcommittee) before a new commitment can be voted in: a) a panel coordinator b) a panel leader for each week the presentation is held and c) at least two panel members per presentation to maintain a continuous commitment to the facility.
- 8) The H&I Subcommittee will then vote on approval of the new facility. If the subcommittee approves of the facility commitment it will then become an approved facility for service by the H&I Subcommittee.

- 9) The progress of evaluating a new commitment will be reported monthly to the ASC by the Chairperson.
- 10) After a new facility is approved, it is the responsibility of the Secretary to update information in the orientation packet and the Panel Coordinator/Panel Leader list.

VIII. Literature

- 1) The Literature Coordinator will provide a literature box, set of laminated readings, and laminated format for each facility in coordination with the Panel Coordinator for that facility.
- 2) As aforementioned, all literature will be stamped with the H&I Subcommittee information stamp.
- 3) The Panel Coordinator is responsible, with communication from the Panel Leaders, to ensure adequate literature stocks in the facility.
- 4) H&I Literature and meeting schedules are only to be provided to H&I Subcommittee approved facilities.
- 5) Literature should be provided and paid for by the facility whenever possible. If the facility is unwilling or unable to provide literature, the Literature Coordinator will determine budget requirements and gain approval from the subcommittee.
- 6) Literature allotments will consist primarily of informational pamphlets, Introductory Guides and White Booklets. Occasionally we may deliver copies of the NA Basic Text and other books to the jails and prisons we serve.