

# **HCANA AREA H&I SUBCOMMITTEE GUIDELINES**

## **DEFINITION and PURPOSE**

The H&I subcommittee of the Hill Country Area Service Committee is a 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 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 Hill Country Area Service Committee and is directly responsible to that committee.

## **Functions of the H&I Subcommittee**

- A. To carry the message and to disburse literature to all facilities through our H&I panels
- B. To conduct a monthly business meeting.

## **Officers**

A service board of officers shall consist of a chairperson, a vice chairperson, and a secretary.

Any subcommittee officer or member who relapses will automatically be removed from the subcommittee. Any subcommittee officer is removed after missing two monthly H&I subcommittee meetings.

In the case of resignation, the vice chairperson shall automatically assume the position of chairperson until the ASC elects a chairperson.

If the vice chairperson cannot or will not assume the position, the area vice chairperson will act as H&I chairperson until the ASC fills the position. 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.

## **Qualifications and Duties of Officers**

**A.** It is suggested that the **chairperson** have one (1) year clean time, plus a minimum of six (6) months activity in H&I work. The chairperson will be elected by the ASC at its annual meeting in December for a term of one year in accordance with their guidelines. Responsibilities include:

1. Bring before the general meeting of the subcommittee matters that should be acted upon by the subcommittee.
2. Carry out policies and orders for the subcommittee.
3. Attend area service committee meetings.
4. Attend regional H&I subcommittee meetings.

**B. Vice Chairperson** should have at least one (1) year clean time and six (6) months experience in H&I work. Responsibilities include:

1. Assume the responsibilities of the chairperson in the event of the chair's absence.
2. Help coordinate H&I meetings/presentations by acting as panel coordinator.
3. Insure that all panel leaders have adequate literature for their meetings by acting as literature distributor.

**C. Secretary** should have at least one (1) year clean time. Responsibilities include:

1. Record minutes of all subcommittee meetings.
2. Copy and distribute those minutes.
3. Keep records of all subcommittee members including phone numbers and email or snail mail addresses.
4. Keep copies of all hospital, institutional, and recovery-house guidelines, rules, and regulations.

**D. H&I Panel Leader** should have at least one (1) year clean time and six (6) months activity in H&I work. Responsibilities include:

1. Invite panel members to the H&I meeting/presentation and, in general, do all things necessary to conduct the meeting.
2. Communicate regularly with the chairperson or vice-chairperson informing him/her of any problems with the meeting/presentation.
3. Make a report on the H&I meeting to the H&I subcommittee at each subcommittee meeting.
4. Obtain any supplies that are running low for the meeting. (I.e., literature, readings, etc.)

**E. H&I Panel members** should have at least six (6) months clean time and a willingness to serve. He or she shall be qualified and assigned by the H&I subcommittee, and be cleared by the facilities whenever necessary. H&I panel members are required to:

1. Be familiar with the H&I meeting/presentation format
2. Be familiar with the subcommittee and facility rules.
3. Be able to share a message of recovery in Narcotics Anonymous.

IN ORDER TO QUALIFY FOR ANY OF THE ABOVE OFFICES, H&I MEMBERS SHALL COME TO THE H&I SUBCOMMITTEE MEETING AND INFORM THE SUBCOMMITTEE OF THEIR DESIRE TO SERVE.

### **General Information**

**A.** Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.

**B.** 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.

**C.** No Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility, except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.

**D.** Any NA member who is involved with a given facility on a professional basis should not participate in the panels serving the addicts in that facility. Of course these members may participate in on panels going to other facilities. Furthermore no NA member will interfere with or use influence in any facility, court, hospital, nor with any judge, doctor, probation, or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through

our spiritual program.

**E.** Length of clean time required by each facility is to be rigidly upheld by all H&I panel leaders.

**F.** Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and is strongly discouraged by the H&I subcommittee.

**G.** H&I panel members shall be responsible for their conduct in any facility, and they shall take the responsibility to become informed in advance regarding the regulations of the facilities being served.