

PORTLAND AREA NA HOSPITALS & INSTITUTIONS SUBCOMMITTEE

Guidelines

DEFINITION & PURPOSE

The H&I subcommittee of the Portland 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, treatment or detoxification center reaches out for recovery, Narcotics Anonymous will be there.

This committee is a subcommittee of the Portland Area Service Committee and is directly responsible to that committee.

Cooperation

Since Narcotics Anonymous is a program of attraction rather than promotion, H&I provides services to an institution only after the written request of the institution's administration, and acceptance by the Public Relations and the H&I Subcommittee. Both Public Relations and H&I Chair person(s) will work in cooperation with each other's subcommittee and report back to both subcommittees.

Literature

Only Narcotics Anonymous Conference-approved literature may be taken into an institution. Any literature left at the institution (except Activities at a Glance) must bear the H&I Subcommittee approved stamp.

Functions of the H&I Subcommittee

- a) To conduct presentations at Correctional facilities, hospitals, treatment and detoxification centers within the Portland metropolitan area.
- b) To provide H&I service representatives for active participation at the Area and Regional service levels.
- c) To conduct business meetings as necessary to carry out these functions.
- d) Business meetings of this Subcommittee shall be held not less than once per month and prior to the Portland Area Service Committee (PASC) at a time and place designated by the Subcommittee membership. No Business meeting shall last longer than one hour, except by vote to extend this time limit by the members present at said meeting.
- e) General meetings will be held after the monthly Business meetings and shall consist of commitment sign-ups and elections as needed.

MEMBERSHIP

Any member of Narcotics Anonymous with six months clean time may become a member of H&I after attending an orientation meeting, filling out an application, attending two consecutive General meetings, and giving a verbal commitment to the Committee at second general meeting.

Any member of Narcotics Anonymous with six months clean time is invited to attend an H&I orientation and observe H&I presentations at designated facilities until membership requirements are met.

All members are bound to comply with the clean time requirements at each institution.

Relapse shall result in immediate loss of privileges and duties from the H&I Subcommittee until such time as clean time requirements are met.

Members of H&I cannot speak for Narcotics Anonymous as a whole; rather they speak only for themselves and tell their story. However, each member must be cautioned to act responsibly relative to the requirements of the institutions and the Twelve Traditions of NA.

VOTING

Any member of the H&I Subcommittee is eligible to vote at all Subcommittee meetings.

ELECTIONS

The nominations of officers will be held once a year in February, with elections in March; ratification of the H&I Chair will take place at the following PASC meeting. Terms for all officers are for one year. Panel Chairs for non-clearance facilities will be elected in April and October with six-month terms starting the following month. Panel Chairs for clearance facilities will be elected in November with a one-year term starting the following month.

All candidates must be present at the time of nomination and election.

All candidates must meet the qualifications stipulated in these Guidelines, unless waived by the Subcommittee. Only in the absence of a qualified candidate may the Subcommittee waive established qualifications.

When an elected Officer or Panel Chair becomes unable to discharge the duties of that position, a successor shall be appointed by the Chairperson and approved by the H&I Subcommittee at the next General meeting. No position may be held by the same person for more than two consecutive terms. Any Officer or Panel Chair may be removed during his/her term by a majority vote of the H&I Subcommittee.

OFFICERS

General Guidelines

- a) A service board of executive officers shall consist of a Chairperson, a Vice-Chairperson, and a Secretary.
- b) In the case of resignation of the Chairperson, the Vice-Chairperson shall automatically assume the position of the Chairperson until the Subcommittee elects a new Chairperson.
- c) If the Vice-Chairperson cannot or will not assume the position, the Vice-Chairperson of the PASC will act as Chairperson until the Subcommittee fills the position.
- d) In the event of resignation by the Secretary, a willing member shall be appointed by the Chairperson to fill that position until such time as the Subcommittee elects a new Secretary.

QUALIFICATIONS AND DUTIES OF ELECTED POSITIONS

Chairperson

Requirements: Three years clean time, a minimum of two years activity in H&I work, a suggested working knowledge of jail procedures (preferably with clearance privileges), and a working knowledge of the 12 steps and 12 traditions of NA.

Responsibilities include:

- a) Coordinate all H&I activities.
- b) Preside at all General and Business H&I meetings.
- c) Prepare a written agenda for all meetings.
- d) Handle all public relations contacts involving policy matters and/or issues that pertain to H&I.
- e) Establish new commitments with cooperation of PR Subcommittee.
- f) Review and fill appointed positions as needed.
- g) Attend entire PASC meeting as a member of the PASC Board of Directors (*BOD*).
- h) Attend quarterly BOD meetings.
- i) Prepare a written report for the PASC.
- j) Report to this Subcommittee any PASC information that pertains to H&I.

Vice-Chairperson

Requirements: Three years clean time, a minimum of two years activity in H&I work, a suggested working knowledge of jail procedures (preferably with clearance privileges), and a working knowledge of the 12 traditions and 12 steps of NA.

Responsibilities include:

- a) In the absence of the Chairperson, or in the event of the inability of the Chairperson to perform, or upon the resignation of the Chairperson, assume all those responsibilities carried out by the Chairperson.
- b) Work closely with the Chairperson in any capacity or situation.
- c) Help to coordinate the H&I meetings and work with Panel Chairs and H&I Regional Committee Member (RCM).
- d) Receive and compile monthly reports from the Panel Chairs.
- e) Maintain compliance of Panel Chairs and general members to these guidelines, including missed commitment sanctions (See Section Eight; letter J) Any member not conforming to these guidelines, or who refuses to abide by the rules and regulations of

the institution being served, shall automatically be relieved by the Vice-Chairperson of any H&I Subcommittee assignments previously granted.

- f) Keep a roster of all facilities and their contact people.

Secretary

Requirements: One year clean time and six months activity in H&I work, have access to a computer, and a suggested working knowledge of the 12 steps and 12 traditions of NA.

Responsibilities include:

- a) Record minutes of all Subcommittee meetings.
- b) Copy and send said minutes to Chairperson and Vice-Chairperson not more than two weeks after each H&I meeting.
- c) Keep archives ready and available of Minutes, Motion Forms, Facility and Phone Lists for 5 years.
- d) Report to H&I General meeting pertinent information from the H&I Business meeting.

Literature Chair

Requirements: One year clean time and six months activity in H&I work, and a suggested working knowledge of the 12 steps and 12 traditions of NA.

Responsibilities include:

- a) Maintain a reasonable supply of literature and disburse this literature to Panel Chairs at the monthly Business meeting
- b) Order Literature as suggested by Panel Chairs.
- c) Order literature from Portland Area Literature Subcommittee and get copies of schedules, IP's and Activities at a Glance. (Activities at a Glance for non clearance facilities only.)
- d) Keep monthly records of literature ordered for facilities, to be turned in to the secretary.

Regional Committee Member (RCM)

Requirements: Two years clean time, one year of activity in H&I work, and working knowledge of the 12 steps and 12 traditions of NA. In addition, the RCM must be able to travel to the quarterly Regional H&I meetings. (Note: this requires out-of-town travel.)

Responsibilities include:

- a) Prepare a written quarterly report for the Regional H&I committee, and file one copy with the H&I Secretary.
- b) Attend quarterly Regional H&I Business meetings.
- c) Report to H&I Subcommittee any information brought to the Region that pertains to the PASC H&I Subcommittee.
- d) Forward copies of Regional H&I minutes, to be filed with the Secretary of H&I.

Alternate RCM

Requirements: One year clean time, six months of activity in H&I work and working knowledge of the 12 steps and 12 traditions of NA. In addition, the Alternate RCM must be able to travel to the quarterly Regional H&I meetings. (Note: This requires out-of-town travel.)

Responsibilities include:

- a) Attend quarterly Regional H&I Business meetings.
- b) Assume any responsibilities of the RCM that cannot be fulfilled.

Panel Chairs

Requirements: One year clean time, and six months of activity in H&I work and working knowledge of the 12 steps and 12 traditions of NA.

Responsibilities include:

- a) Attend monthly H&I Business and General Meetings.
- b) Sign up H&I members for monthly non clearance facility commitments at General Meeting. No non-clearance sign-up prior to facility announcement at the monthly General meeting.
- c) Supply those who have signed up for commitments with NA literature appropriate to the facility.
- d) Stock lockers or literature bins with appropriate literature.
- e) Contact their facility monthly to maintain working relationship and report status at monthly H&I Subcommittee Meeting.
- f) Provide written and verbal Panel Chair report on facility at the monthly H&I Business meeting.
- g) Make reminder calls to Subcommittee members not more than three days and not less than one day prior to their commitment date.
- h) Immediately report any breach of guidelines to the Vice-Chairperson.

QUALIFICATION AND DUTIES OF APPOINTED POSITIONS

All appointed positions shall serve no longer than a term of one year, without being reappointed. Spirit of rotation should be taken into consideration before reappointment. Appointed positions are filled at the discretion of the Chairperson.

Clearance Facility Coordinators

Requirements: Two years clean time, one year of activity in H&I work, and working knowledge of the 12 steps and 12 traditions of NA.

Responsibilities include:

- a) Make available clearance applications and information to all Subcommittee members.
- b) Maintain contact with clearance facilities regarding any changes in requirements.

Membership Coordinator

Requirements: Two years clean time, one year of activity in H&I work, and working knowledge of the 12 steps and 12 traditions of NA.

Responsibilities include:

- a) Make available a sign in list at all Business and General meetings.
- b) Maintain and update H&I member phone and facility information lists, and make copies available at all Subcommittee meetings.
- c) Record attendance at Subcommittee meetings.
- d) Maintain Panel Chair Reports for the purpose of determining compliance with the requirements for active status.

Orientation Team

Requirements: Two years clean time, one year of activity in H&I work, and working knowledge of the 12 steps and 12 traditions of NA.

Responsibilities include:

- a) Conduct an orientation meeting for those persons wishing to join H&I.

GENERAL INFORMATION

Failure to comply will result in a suspension from the Subcommittee for a period of 90 days. Failure to comply with these regulations, an institution's regulations, or both, shall be sufficient grounds for a review of the suitability of a Subcommittee Member.

- a) Any member of the H&I Subcommittee is automatically disqualified from further H&I activity upon the loss of clean time, but may become eligible again when they conform to membership requirements.
- b) All requirements of each institution must be rigidly upheld by all H&I members.
- c) H&I commitments will not be conducted with less than two Subcommittee members present.
- d) The approved format, (Appendix 1), is to be used at all presentations, and a copy is to be kept at each facility.
- e) Narcotics Anonymous principles and life stories focusing on recovery are to be the main topics of any H&I presentation. All members must comply strictly with this regulation, confining their talk solely about NA (see Clarity Statement, Appendix 2).
- f) Any use of vile, profane or vulgar language is strictly prohibited.
- g) **Nothing** verbal or written is to be given to or taken from any inmate or patient.
- h) Clothing should be appropriate and in good repair. Also, in keeping with our 6th Tradition, clothing should be free of any endorsements other than those related to NA. (Unless otherwise specified by facilities.)
- i) Any NA member who is involved with a given facility on a professional or volunteer basis separate from H&I should not participate in H&I commitments at said facility unless there has been prior approval from the facility. This is intended to avoid possible conflict and the resulting damage to (a) the inmate or patient inside, or (b) the working ability and privilege of the Subcommittee to carry the message inside the facility.
- j) For these same reasons, no H&I member will interfere with or use influence on any facility, court, or 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.
- k) Any absence or late arrival to a commitment shall be considered an unexcused missed commitment. One missed commitment will result in a verbal warning. Two unexcused missed commitments in a period of six months will result in a suspension from the committee for a period of 90 days. **If you cannot make it to the commitment it is YOUR responsibility to find a replacement, and to notify the Panel Chair of the substitution. If a replacement is not found, contact the Panel Chair AND your commitment partner. Any commitment covered by a qualified replacement is not a missed commitment.**
- l) For the purpose of conducting business a quorum shall be established as a minimum of two of the executive officers and 3/4 of the Panel Chairs.
- m) No member shall hold more than two H&I Subcommittee offices simultaneously. No executive officer of H&I shall hold any other executive position in any ASC or Subcommittees.
- n) No member shall hold the same elected office for more than two consecutive terms.
- o) In the interest of diversity, no H&I member shall sign-up for a commitment at the same non-clearance facility more than once every two weeks.
- p) Certain facilities allow a third person. Any third person must meet the facility's requirements, and should go as a learning opportunity only.
- q) No non-clearance sign-up prior to facility announcement at the monthly General meeting.

- r) All Subcommittee members must attend at least one General meeting every three months to remain active except members with ad hoc status. All members including ad hoc members must fulfill at least one commitment every six months to remain active. It is the member's responsibility to sign in for attendance credit.
- s) Any Subcommittee member can present a motion to H&I Business meeting with specific reasons for being unable to fulfill attendance requirements.
- t) Any changes, additions or deletions made to these guidelines must be approved by a 2/3-majority vote.
- u) If neither Chair nor Vice Chair of H&I are able to perform their duties, PASC Vice Chair assumes responsibilities.

Ad Hoc Status Requirements

- a) Have access to a clearance facility.
- b) Two years minimum service on H&I, or six commitments at a clearance facility.
- c) Submit a request to Membership Coordinator asking to be on Adhoc.
- d) Attend at least one clearance facility presentation every six months.

Appendix 1

APPROVED H&I PRESENTATION FORMAT

Welcome, my name is _____. I am an addict. With me is _____. We are members of a Subcommittee of Narcotics Anonymous called Hospitals & Institutions. We are a group of recovering addicts who bring a message of recovery to people who cannot get to an outside meeting.

What we share in this presentation is our own experience, strength and hope. This is a spiritual program not a religious one, so please don't let the word GOD offend you.

We would like to open this presentation with a moment of silence followed by the serenity prayer for those who would like to join us.

As outside volunteers we are required to follow the rules and regulations of this facility. It is our responsibility to terminate the meeting if those rules and regulations are violated. If an attendance roster is required by this facility, please sign it.

There are readings done before all regular NA meetings. We would appreciate your participation in this. Could someone please read:

1. Who is an addict?
2. What is the NA program?
3. Why are we here?
4. How it works

Our format will be that we will share our experience, strength and hope. Please hold your comments until we have shared. We will allow plenty of time for your questions.

CLOSE WITH THE SERENITY PRAYER

Appendix 2

Clarity Statement

We are presented with a dilemma when Narcotics Anonymous members identify themselves as addicts and alcoholics or talk about “living clean and sober.” The clarity of the NA message is blurred. To speak in this manner suggests that there are two diseases, that one drug is somehow separate from the rest, requiring special recognition. Narcotics Anonymous makes no distinction between drugs. Our identification as ADDICTS is all inclusive, allowing us to concentrate on our similarities, not our differences.