

PIEDMONT AREA HOSPITALS & INSTITUTIONS SUBCOMMITTEE GUIDELINES

September 2004

I. PURPOSE

The Piedmont Area Hospitals & Institutions Subcommittee is responsible to carry the Narcotics Anonymous message of recovery into hospitals and institutions where addicts do not have full access to regular N.A. meetings.

The Hospitals & Institutions (H&I) Subcommittee initiates, conducts and coordinates all H&I meetings in the Area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

April 1993: Sub committee request that new members attend two meeting to develop an informed opinion before voting on issues.

H & I volunteers are considered voting committee members after attending a business meeting, going through the orientation process, and being placed on the H & I volunteer list.

II. SUBCOMMITTEE TRUSTED SERVANT POSITIONS

A. Chairperson

The H&I Chairperson is elected by the group conscience of the Area Service Committee as outlined in the PASCNA Guidelines. The H&I Subcommittee is directly responsible to the ASC through the H&I Chairperson.

The H&I Chairperson must attend all H&I Subcommittee meetings and ASC meetings. The H&I Chairperson is a voting member of the Regional H&I Subcommittee and should attend all regular H&I subcommittee meetings. He/She acts as a link of communication between the Subcommittee, the ASC and the Regional H&I Subcommittee (if it is meeting).

He/she makes sure that a link of communication is maintained between the Subcommittee and the individual institutions as well. The Panel Leader can do this communication but the Chair should ensure that it is taking place. The H&I Chairperson is responsible to ensure that all Panel Leaders and Panel Members comply with the H&I Subcommittee and ASC policies, as well as the rules of the individual institutions.

The Chairperson is responsible to give a monthly report of all budget expenditures except literature disbursements, which the Vice-Chair reports.

The Chairperson should be aware of all matters that affect H&I in the Piedmont Area by communication and periodic attendance at H&I meetings.

The requirement for clean time is one (1) year but as Vice-Chair assuming the duties of Chair actual clean time would normally be two (2) years.

B. Vice Chairperson

The H&I Vice-Chairperson is elected by the Subcommittee at its first meeting with an opening in that position. Requirements are a minimum of one (1) year of clean time and a strong N.A.

message of recovery. He is to assume the duties of the Chairperson, if the Chairperson is unable to serve.

The Vice-Chair is responsible for providing literature to the Panel Leaders in the following manner: Panel Leaders are to place literature orders with the H&I Vice-Chair. He/she will ensure the total requests do not exceed the H&I subcommittees budget and then will fill out a single order for all of the meetings. The Vice-Chair will send the order to the ASC distribute the materials to the Panel Leaders. The Vice-Chair takes any literature orders or other ASC business to the monthly ASC meeting for the Secretary if so requested. In this way the Secretary prepares items under his/her job description and the Vice-Chair assists with the implementation.

The Vice-Chair works with the Chairperson and Panel Leaders to maintain a smooth operation of this Subcommittee and the meetings it conducts.

The Vice-Chair must attend all H&I Subcommittee meetings as well as the ASC meetings. It is suggested that the Vice Chair attend Regional H&I Committee meetings if possible.

The Vice-Chairperson should be aware of all matters that effect H&I in the Piedmont Area by communication and periodic attendance at H&I meetings.

If necessary may be removed by a 2/3 vote of the subcommittee.

C. Secretary

The Secretary of the H&I Subcommittee is elected by the Subcommittee at its first meeting with an opening in this position. The Secretary must have six (6) months clean time. The Secretary is to keep an accurate set of minutes of all Subcommittee meetings. These minutes are to be typed or neatly written, approved by the Chairperson and available for distribution at the next regular following the Subcommittee meeting.

The H&I Secretary should keep records of the literature distribution for the records and future planning.

The H&I Secretary is also responsible for keeping and distributing to Panel Leaders an updated H&I Volunteer list, as directed by the H&I Chairperson.

If necessary may be removed by a 2/3 vote of the committee.

D. Panel Leader

The Panel Leader is elected as needed by the H&I Subcommittee. There is a required minimum six (6) months clean time, a strong N.A. message of recovery and 3 months previous involvement in Piedmont Area H&I. He/she must attend all regular H&I Subcommittee meetings. The Panel Leader will be replaced at the second consecutive absence unless prior notice and arrangements were approved of by the subcommittee, or he or she has submitted a report in writing to the subcommittee chair. It is the Panel leader's responsibility to see that the chair actually receives the report. Submitting a written report, without making prior arrangements with the subcommittee, should only be done in unusual circumstances. (Jan. 2004)

The Panel Leader is responsible for all aspects of the meeting such as keeping supplies, i.e. chips, literature etc., and making sure the meeting begins and ends on time.

He/she is to maintain a link of communication with the H&I Chairperson and/or Vice-Chairperson letting him/her know of any problems that effect the meeting. The Panel Leader should have regular communication with his/her contact person at the facility to ensure that all is as it should be.

If necessary may be removed by a 2/3 vote of the committee.

Nov. 1995: Panel leaders will include in their reports who served at the meetings.

July 2004: Panel Leader should make an effort to schedule and rotate all volunteers. Panel Leaders must make every effort to attend with a new volunteer for orientation purposes.

E. The Meeting Chairperson

The Meeting Chairperson is selected by the Panel Leader on a weekly or a monthly basis. The Meeting Chairperson should have been clean for at least three (3) months and have a very good understanding of how the particular H&I meeting should be run. He/she selects the topic(s) or introduces the panel and/or speaker. The Meeting Chairperson gets the residents involved by encouraging them to do the readings and handing out the chips. He/she must maintain order in the meetings at all times. It is very important that the meeting starts and ends on time and that the content of the meeting is recovery from the disease of addiction in the Narcotics Anonymous Fellowship.

F. The Panel Members

The Panel should never consist of less than two nor have more than five members. The Panel Leader selects a panel members from the current H&I volunteer list or someone who is in the orientation stage (This member is there to observe and learn only).

To qualify as a Panel Member individuals must have a minimum of ninety (90) days clean in Narcotics Anonymous [6 months for jail meetings]. Prior to attending an H&I meeting as a Panel Member the person must attend at least once as an observer to become orientated to H&I services. Members in this orientation stage do not necessarily need to have 90 days clean yet and should be given an orientation package so they can better understand their role in H&I.

May 2002: New H&I volunteers will be required to attend an H&I subcommittee meeting prior to attending a regularly scheduled H&I meeting. Intent: For new Volunteers to have opportunity to meet with the panel leaders of the various meetings, to understand the intent of H&I meetings as well as to clarify the H&I message that would be appropriate for that setting.

III. Additional Guidelines

1. Panel Leaders and Members should not do H&I services at a facility where they have an ongoing outside relationship (ie. are employed at, do volunteer work in a context outside of N.A. ect.)
2. The volunteer list is updated regularly by the Secretary of the subcommittee. Members who have suffered a relapse are automatically removed and the Secretary or Chairperson may ask the subcommittee to remove other names for the following reasons: Panel Leaders have reported the volunteer habitually fails to show up for commitments, a facility makes a justifiable complaint or the Panel Leader reports unacceptable behavior about an individual. To place names on the list, the Chairperson and Secretary bring up the subject in the subcommittee meeting and, unless there is objection and a motion not to include an individual, they are automatically placed on the list. The list is maintained by the H&I Secretary.

Feb. 1995: As far as normal rotation of volunteers on the list, it seems impractical to try to define strict guidelines. In general, panel leaders should make every effort to be fair and give equal access to any willing volunteer, balancing that with some consistency in the volunteer pool.

Aug. 2004: The chairperson of the subcommittee will review the Panel Orientation Package and the Subcommittee Guidelines with new volunteers and get the information required to place the volunteer on the H & I volunteer list for the Secretary.

3. This subcommittee will only recognize H&I meetings that fall under the auspices of this subcommittee. Individual members of the subcommittee should not take it upon themselves to start H&I meetings. Request for new H&I meetings are reviewed and approved by the subcommittee.

Sept. 1997: We will insert [guidelines] revisions [from the '97 CAR] into our H&I binders as a resource without comment [about whether the area chose to adopt those new guidelines].

July 2004: Policy change on literature to Meetings, only H&I approved – see minutes for exact wording. List is in the Panel Orientation Package under “DO’S”

Attending Meetings alone is NOT advised.

It is the policy of the H&I Subcommittee that volunteers do NOT give phone numbers to clients in H&I meetings.

A member is noted as late only if 15 minutes or more after the start of the meeting.

IV. STANDARD MEETING AGENDA

- ✓ Call to Order, note of attendees for minutes
- ✓ Serenity Prayer, 12 Traditions, 12 Concepts
- ✓ Approval of Minutes
- ✓ Panel Reports
- ✓ Old Business
- ✓ New Business
- ✓ Literature Order
- ✓ H & I Volunteer List Review
- ✓ New Volunteer Introductions and Orientation