

NARCOTICS ANONYMOUS
CENTRAL CONNECTICUT AREA
GUIDELINES and POLICY for
HOSPITALS AND INSTITUTIONS SUBCOMMITTEE

INTRODUCTION

The Hospitals and Institutions (H&I) subcommittee of the Central Connecticut Area is a group of recovering addicts from the fellowship of Narcotics Anonymous who believe that “NO ADDICT SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD THE CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY WE PROVIDE THE NECESSARY SERVICES”.

We believe that H&I service work is a privilege. We have found that working with others in an institutional setting is extremely beneficial to our personal recovery.

It is the hope of this subcommittee that no H&I presentation will ever have to be shut down, and that new presentations will be started whenever possible.

H&I subcommittee members do their best to adhere to the spiritual principles embodied in the 12 Steps, the 12 Traditions, and the 12 Concepts For Service of Narcotics Anonymous.

Freedom From Prejudice

Most of us have felt the pain of prejudice at different times during our lives. Even so, we often delude ourselves into believing that we are personally free from all prejudice. This type of denial allows us to pass judgment on the quality of another member’s recovery or sponsor, tune out when certain members share, or avoid particular people or groups of preference, age, gender, body shape, culture, or spiritual beliefs. We may avoid members who are physically ill or are taking prescribed medication. Whether subtle or blatant, all forms of prejudice harm our unity and prevent us from fulfilling our primary purpose.

We make every effort to promote good relations between Narcotics Anonymous and the community.

PURPOSE

The H&I subcommittee’s primary responsibility is to carry the NA recovery message into hospitals and institutions whose residents have restricted access to regular NA meetings. Freedom from active addiction and finding a better way of life through working the 12 Steps are essential parts of NA’s recovery message of hope.

FUNCTION

1. To carry the NA recovery message into hospitals and institutions, and to disburse NA literature to facilities through our H&I panels.
2. To conduct a monthly H&I subcommittee business meeting to pool experience, communicate information, and organize activities (“I can’t, we can.”).
3. To orient new members to the H&I subcommittee by reviewing the purpose and the do’s and don’ts of H&I service work.
4. To work with the Area Service Committee (ASC) by attending area meetings and participating in area learning days.

TRUSTED SERVANTS

Officers of the H&I subcommittee shall consist of Chairperson, Vice-chairperson, Secretary, Literature Coordinator, Panel Coordinators and Orientation Chairperson.

The Chairperson is voted in by the ASC. All other officers are elected by a majority of the voting members of the H&I subcommittee at monthly H&I subcommittee business meetings. Other trusted servant positions include panel coordinators, panel leaders, and panel members.

REQUIREMENTS AND RESPONSIBILITIES OF H&I TRUSTED SERVANTS

CLEAN TIME DEFINITION

For purposes of qualification for trusted servant commitments, clean time means continuous, total abstinence from all addictive substances (as generally understood by the fellowship) including drugs used for drug replacement treatment such as methadone maintenance; however, the appropriate use of addictive substances for other medical purposes need not be considered in calculating clean time.

CHAIRPERSON

Requirements:

1. Two years clean.
2. One year commitment.
3. One year experience in H&I service work.
4. Working knowledge of 12 Steps and 12 Traditions of NA.
5. Follow ASC policy for area chairs.
6. Carry a strong NA message of recovery.
7. Ability to chair a meeting by maintaining atmosphere of recovery and keeping meeting focused on business matters at hand.

Responsibilities:

1. Preside at all area H&I subcommittee meetings, starting and ending on time, adhering to agenda format, and bringing up appropriate matters of business.

2. Attend and represent H&I at all ASC and Regional H&I subcommittee meetings.
3. Arrange for vice-chair to attend any meeting that chair is unable to attend.
4. Submit written monthly H&I report to ASC and Regional H&I subcommittee at their meetings.
5. Be aware of all matters that effect H&I in the Central Connecticut Area of Narcotics Anonymous.
6. Carry out policies and motions of the H&I subcommittee.
7. Maintain communications with all facilities served by the area H&I subcommittee.
8. Submit annual H&I subcommittee itemized budget to ASC.
9. Submit monthly expenditure statements, including literature and copying expenses, to ASC treasurer for reimbursement.
10. Work with H&I secretary to keep H&I policy updated.
11. Help organize and participate in area learning days.

VICE-CHAIRPERSON

Requirements:

1. One year clean.
2. One year commitment.
3. Six months experience with H&I service work.
4. Working knowledge of 12 Steps and 12 Traditions of NA.
5. Carry a strong NA message of recovery.

Responsibilities: (Vice-Chairperson)

1. Attend all area H&I subcommittee meetings, as well as ASC and Regional H&I meetings when possible.
2. Become familiar with duties of Chairperson.
3. Assume responsibilities of Chairperson in the event of Chairperson's absence.
4. Help coordinate and run new H&I presentations.
5. Help organize and participate in area learning days.
6. Work with Chairperson to insure smooth operation of H&I subcommittee.
7. Assume position of Chairperson (pending ASC approval) when current Chairperson's term has expired.

SECRETARY

Requirements:

1. One year clean.
2. One year commitment.
3. Three months experience in H&I service work.
4. Working knowledge of 12 Steps and 12 Traditions of NA.

Responsibilities:

1. Attend all H&I subcommittee meetings.

2. Record accurate, complete, and legible minutes of all H&I subcommittee meetings including attendance and motions.
3. Type (if possible), copy, and distribute (or give to Chairperson to distribute) said minutes at all ASC and H&I subcommittee meetings.
4. Keep updated contact list of all H&I subcommittee members.
5. Maintain a list of NA members (with telephone numbers) who are available to speak at H&I presentations.
6. Keep a file of all correspondence to and from area H&I subcommittee.
7. Responsible for safekeeping of area H&I archives (meeting minutes, correspondence, etc.).
8. Work with Chairperson to keep area H&I Guidelines and Policies manual updated.
9. Maintain a list of all H&I presentations and contact persons at facilities served by H&I subcommittee.
10. Maintain a list of facilities in the Central Connecticut area requesting H&I support.
11. Submit monthly expenditure report for copying, etc., including receipts, to H&I chair.

ORIENTATION CHAIR

Requirements:

1. One year clean.
2. One year commitment.
3. 3 months experience in H&I service work.
4. Working knowledge of 12 Steps and 12 Traditions of NA.

Responsibilities:

1. Attend all H&I subcommittee meetings.
2. Maintain a supply of at least five orientation packages.
3. Arrive at the subcommittee meeting by 6:25 to greet new orientees.
4. Present the orientation package to each new orientee.
5. Go through the orientation package thoroughly with the new orientees, answering any and all questions they may have.
6. Give a report to the subcommittee at each meeting, describing any and all problems, questions or comments that may need to be discussed.
7. Two months before the commitment expires, your replacement will be elected in order for them to observe your last two months to be familiarized with the position.
8. Hold the key.

LITERATURE COORDINATOR

Requirements:

1. One year clean.
2. One year commitment.

3. Three months experience in H&I service work.
4. Working knowledge of 12 Steps and 12 Traditions of NA.

Responsibilities:

1. Attend all area H&I subcommittee meetings.
2. Maintain an adequate inventory of NA literature at all facilities served by area H&I subcommittee to facilities that do not supply their own literature.
3. Stamp and distribute literature to facilities.
4. Keep an inventory of all H&I NA literature.
5. Work with Chairperson to develop an annual budget for literature expenses.
6. Submit monthly expenditure report including receipts, to H&I chair at the monthly subcommittee meeting.
7. Submit a financial statement at end of year based on monthly reports.

PANEL COORDINATOR

Requirements:

1. Two years clean.
2. One year commitment.
3. One year experience in H&I service work.
4. Working knowledge of the 12 Steps and 12 Traditions of NA.’

Responsibilities:

1. Attend all area H&I subcommittee meetings.
2. Serve as liaison between facility and H&I subcommittee by maintaining open flow of communication and reporting any new developments and/or problems with H&I presentation promptly to H&I Chairperson.
3. Work with Panel Leaders to insure that all facility presentations are being held and are following facility and H&I policies and guidelines.
4. Approve anyone (including speakers and panel observers) brought into facility by Panel Leaders.

PANEL LEADER (Chairperson)

Requirements:

1. Nine months clean for hospital (rehab, detox, etc.), one year clean for correctional facility.
2. Six months experience in H&I service work.
3. Working knowledge of 12 Steps and 12 Traditions of NA.
4. Carry a strong NA message of recovery.

Responsibilities:

1. Attend all area H&I subcommittee meetings.
2. Report to Panel Coordinator *all* panel activities, and any problems with panel or facility presentation.
3. Keep a close eye on panel and presentations to insure that:

- a) Presentation is being held and starting and ending on time.
 - b) All panel members meet clean time requirements and are sharing a clear NA message of recovery.
 - c) Literature supply at facility is maintained.
 - d) All panel members are aware of facility and H&I rules, regulations, policies and guidelines.
4. Submit names of everyone (speakers, panel observers, etc.) brought into facility to Panel Coordinator for approval.
 5. In unable attend facility presentation, inform Panel Coordinator as far in advance as possible.
 6. If a member or speaker appears under the influence, Panel Leader (i.e. Chairperson) has responsibility to ask member in question, not to attend that presentation. Panel Leader must contact Panel Coordinator to enlighten about said situation.

PANEL MEMBER

Requirements:

1. Six months clean.
2. Working knowledge of 12 Steps and 12 Traditions of NA.
3. Must initially attend H&I orientation and three H&I presentations as an observer.
4. Willingness to share an NA recovery message based on personal experience, strength and hope.

Responsibilities:

1. Attend all area H&I subcommittee meetings.
2. Work with Panel Leader and other panel members in all aspects of carrying the NA message into a facility.
3. Attend H&I presentation on a regular basis.
4. If unable to attend, inform Panel Leader as far in advance as possible.

REASONS FOR REMOVAL FROM TRUSTED SERVANT POSITIONS

1. Relapse.
2. Failure to carry a clear NA message of recovery.
3. Failure to meet commitment.
4. Failure to maintain ongoing recovery in NA.
5. Failure to inform Chairperson, Vice-Chairperson, Panel Coordinator or Panel Leader if unable to meet a commitment.
6. Missing two consecutive H&I subcommittee meetings.
7. Missing two consecutive H&I facility presentations without informing appropriate trusted servant.
8. Failure to perform responsibilities as outlined in this Guidelines and Policy manual.

GENERAL POLICIES

1. Any NA member may attend an H&I subcommittee business meeting.
2. Voting members of the H&I subcommittee are only those who have attended two consecutive subcommittee meetings, *and* who have not missed two consecutive subcommittee meetings.
3. The Literature Coordinator is the only H&I subcommittee member authorized to purchase NA literature for facilities served by the H&I subcommittee.
4. Except for speakers, all persons interested in attending and H&I facility presentation must have attended the H&I orientation.
5. **All H&I presentations are considered *closed*. They are open only to Panel Leaders and members, panel observers, speakers, and residents within the facility.**
6. **H&I subcommittee members and addicts who have attended the area H&I orientation may attend H&I facility presentations only with the approval of the Panel Coordinator.**
7. A new H&I presentation will not be started until all present panels are full and there is adequate support to start the new presentation.
8. If and when you find yourself on Pain Management (i.e. opiate or mind or mood altering substance), we suggest that you refrain from attending presentations and/or take alternate commitments.
9. The area H&I subcommittee will adhere to the guidelines suggested in the Narcotics Anonymous World Services (NAWS) H&I Handbook, A Guide To Local Services, Regional H&I policies, and ASC policies.
10. Officers' terms of office are one year. If reelected, no officer may serve more than two terms in any one position.
11. All motions passed at area H&I subcommittee meetings become policy and will remain in effect for 90 days.
12. Policy changes require a 2/3 majority vote and will remain in effect for 90 days.
13. Clean time requirement for chairing a hospital H&I presentation is nine months.
14. Clean time requirement for sharing at a hospital presentation is six months.
15. Clean time requirement for chairing a correctional facility H&I presentation is one year.
16. Clean time requirement for sharing at a correctional facility presentation is nine months.
17. Clean time requirement for observing at a correctional facility is three months.
18. **Any trusted servant who no longer meets the Clean Time requirement shall be replaced immediately.**
19. Any trusted servant who has used an addictive substance for appropriate purposes on a given day shall refrain from serving on that day.
20. **Any members behavior that might be considered under the influence of meds, (i.e. nodding or falling asleep... etc.), will not be tolerated.**
21. **Psychotropic medications may or may not be the mood and/or mind altering substance that H&I is concerned with. However, even though we know we are not doctors, this issue should be addressed as the problem arises, either at the presentation or the subcommittee.**

22. H&I subcommittee Chairperson votes only in case of a tie.
23. A panel member must observe at least once at the specific facility before chairing at that facility. (10/2/01)
- 24. Panel members are allowed to change the format of a presentation from speaker to topic if a speaker cannot be found or does not show up for a presentation. (3/26/02)**
25. Any H&I member who misses two consecutive business meetings without contacting a trusted servant of the subcommittee will have to be reoriented; this applies to all members regardless of the position he or she may hold.
- 26. No member should enter any H&I presentation, at any facility, if doing so brings you more than ten (10) minutes late. Being on-time is one of the ways we show our recovery.**
27. In November of 2001, a member of the subcommittee made a motion to change the format at Webster from a speaker meeting to an alternating speaker-topic discussion format. This motion passed.
28. In order for any member to observe any presentation, you must have previously signed-up at the business meeting or prior to the presentation, you must get clearance from the Panel Coordinator first and then inform the Chairperson upon your arrival.
- 29. Absenteeism; if you cannot fulfill your commitment, you need to contact the Panel Coordinator ASAP in order for the position to be filled. If you fail twice in this regard, you'll need to be re-orientated.**
30. No member should accept notes from or pass notes to any patient and/or client at any facility.

**AN H&I PANEL FOR EACH FACILITY SERVED BY THE
AREA H&I SUBCOMMITTEE CONSISTS OF:**

PANEL COORDINATOR

Is the liaison between one particular facility and the area H&I subcommittee, who contacts Chairperson or Vice-Chairperson with changes or problems with presentation within the facility, if unable to work things out themselves.

Also approves all panel members, speakers and observers for every presentation.

PANEL LEADER

Panel Member

Facility presentation Chairperson.

Calls Panel Coordinator with speakers name.

Submits names of all addicts brought into facility to Panel Coordinator for approval.

Contacts Panel Coordinator if unable to attend presentation,
or if changes and/or problems arise between H&I subcommittee meetings.

If member or speaker appears under the influence, Panel Leader (i.e. Chairperson) has the responsibility to ask member in question not to attend that presentation. Panel Leader must also contact Panel Coordinator to enlighten about said situation.

PANEL OBSERVER

Panel Member

An addict who has attended the H&I subcommittee orientation,
does not share at H&I facility presentation, until meeting clean time requirement.

And contacts Panel Leader if unable to attend facility presentation.