



## **SOUTHERN FAIRFIELD COUNTY AREA HOSPITALS AND INSTITUTIONS POLICY**

1. All members of the H&I subcommittee must be recovering addicts from the fellowship of N.A. **(Second Concept, existing policy)**
2. The message of N.A. must be carried at all H&I meetings/presentations: "The message is that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. Our message is hope and the promise of freedom" **(page 65 of the Basic Text)**
3. Highest priority H&I meetings/presentations are housed in correctional institutions, hospitals, or other facilities where addicts do not have full access to regular N.A. meetings. **(page 1 and 15 of the Handbook, existing policy)**
4. H&I members must have a knowledge of the 12 steps and 12 traditions and attempt to apply them in his/her life under the guidance of a sponsor. **(page 1 of the TWGGS under the group, existing policy)**
5. All H&I members must identify themselves as an addict and an addict only. **(Tradition 10 of the Basic Text, existing policy)**
6. H&I members must make sure that all H&I openings for service and H&I events are mentioned at all their regular N.A. meetings. **(Concept 8)**
7. The Subcommittee will meet the last Sunday of the month at a predetermined place and time. **(Revised 3/28/10)**
8. That all persons qualifying to become H&I subcommittee members must be asked the "nine question." This will not in any way disqualify anyone who wishes to become an H&I Subcommittee member. **(Added 10/29/00, see Qualifications section, revised 3/28/10, 12/29/13)**
9. That only qualified H&I Subcommittee members can attend H&I meetings/presentations with the exception of speakers asked by Panel leader and/or Panel member.
10. The subcommittee will not accept the qualifications to serve on a panel any N.A. members that are currently using a drug replacement program as defined in World Service Board of Trustees Bulletin #29. **(Added 3/28/10)**
11. We refer to the Narcotics Anonymous Hospitals and Institutions Handbook (published by the World Service Office), when an issue is not explicitly defined or addressed in this document. **(Added 3/28/10)**
12. Orientation is required for:
  - a. New members of the SFCANA H&I Subcommittee
  - b. Members re-qualifying after a 2 year absence from SFCANA H&I service
  - c. Members re-qualifying after a relapse
  - d. Members who re-qualify twice in a calendar year due to unexcused absences.
13. All persons wishing to qualify for H&I service are subject to be voted in. H&I sub-committee 75% Majority vote. **(Added 12/29/13, see Qualifications section)**



### **FUNCTION OF THE H&I SUBCOMMITTEE**

1. The H&I Subcommittee will meet once a month with at least one trusted servant from each ongoing meeting/presentation will submit a written report on the previous month's experiences in order to solicit help or demonstrate a working model for new meetings.
2. The Subcommittee will elect a Literature Coordinator to manage and distribute literature at the monthly meeting to all ongoing meetings/presentations that need it.
3. The Chair of the H&I Subcommittee will attend the Area Service meeting once a month to report on the previous month's activities in order to remain accountable and ask for help to achieve what the area entrusted to the subcommittee. **(Concepts 2 and 8; Revised 3/28/10)**
4. The Chair will attend the Regional H&I meeting once a month to report on our area's activities in order to remain accountable and to ask for help in achieving what the area entrusted to the Subcommittee. **(Concept 8)**
5. The H&I Subcommittee Secretary will maintain 10 copies of the **policy** -- updated after each addition or amendment is made. **(Concept 8)**

### **VOTING POLICY**

1. One day clean is required to participate in any discussion (Concept 7 and 9)
2. A six-month clean-time requirement must be attained in order to vote on any reports, motions, or elections. **(Existing policy)**
3. On attending the third consecutive subcommittee meeting one achieves the right to vote. **(Existing policy)**
4. If two consecutive meetings are missed the person must attend 3 consecutive meetings to retain voting privilege at the third meeting. **(Existing policy)**
5. For a vote to pass on meeting reports, 2/3<sup>rd</sup> of the majority must be in favor **(Existing policy)**
6. The quorum of the previous six months will be determined by the Secretary prior to the meeting.
7. To change policy, a vote of 3/4<sup>th</sup> of the quorum is required. **(Existing policy)**
8. To add a policy, a simple majority of the quorum is required. **(Existing policy)**
9. In the event of a tie the Chair will make the deciding vote. **(Existing policy)**

### **TRUSTED SERVANTS**

1. The Southern Fairfield County Area Service Committee will vote in a Chair for the H&I Subcommittee. **(Existing policy)**
2. The H&I Subcommittee will elect by a majority vote a Vice-Chair, Secretary, Literature Coordinator, and an Orientation Chair **(Existing policy, revised 3/28/10)**
3. Subcommittee members will volunteer to become Panel Leaders or Panel Members and must be approved by the Subcommittee.
4. The Secretary will keep a current list of all trusted servants, their commitments, attendance, and contact information to be made available to all members of the H&I Subcommittee. **(Concept 8, revised 3/28/10)**



## DUTIES AND QUALIFICATIONS OF TRUSTED SERVANTS

### Chairperson's Qualifications

1. Two years N.A. clean time **(Existing policy)**
2. One year H&I service work. **(Existing policy)**
3. Willingness to serve. **(Existing policy)**
4. Working knowledge of the 12 steps, traditions, and concepts. **(Existing policy)**
5. Ability for Leadership
6. Ability to communicate and organize.
7. "Capable to run a Business meeting with a firm, yet understanding hand." (TWGGS, page 5)

### Chairperson's Responsibilities

1. One year term of office. **(Existing policy)**
2. Bring an agenda before the H&I subcommittee and oversee the following of the agenda. **(Existing policy)**
3. Carry out the policies and motions of the H&I subcommittee. **(Existing policy)**
4. Attend all Southern Fairfield County Area Service meetings and all Connecticut Regional H&I meetings. **(Existing policy, Revised 3/28/10)**
5. Submit an H&I written report to both the Area and the Region, as well as, report to the Subcommittee as to the agenda at both meetings as they pertain to our own area H&I subcommittee. **(Existing Policy)**
6. Is accountable to this subcommittee, Southern Fairfield /County Area, and Regional H&I. **(Existing policy)**
7. submit an H&I budget in October of each year to the Southern Fairfield County Area Treasurer. **(SFCASC policy)**
8. Ensure that yearly H&I Learning days and yearly presentations at each facility occur. **(SFCA policy, H&I Handbook, sample letter 8)**
9. Check with each facility by phone quarterly to ensure that each meeting/presentation is being conducted in accordance with the policies of the subcommittee and the rules of the facility. **(H&I Handbook, page 47)**
10. Chairperson is to contact each H&I subcommittee member that misses an H&I subcommittee meeting.

### Vice-Chairs Qualifications

1. One year N.A. clean time. **(Existing policy)**
2. Six months H&I service work. **(Existing policy)**
3. Willingness to serve. **(Existing policy)**
4. Willing to attain all qualifications of the Chairperson.

### Vice-Chair's Responsibilities

1. One-year term. **(Existing policy)**
2. May assume the role of the Chair only through a vote of the SFCASC. **(Existing policy)**
3. Assume responsibilities of the Chairperson in the event of his/her absence.



4. Helps coordinate the new panels. **(Existing policy)**
5. Attend SFCANA ASC meetings and CTRNA H&I meetings whenever and as often as possible in order to become familiar with the duties of the Chair. **(Existing policy, Revised 1/27/02)**
6. Audit the Literature Coordinator's records and inventory quarterly. **(page 47 of the H&I Handbook)**
7. Assist the Chair checking with each facility that all meeting/presentation are being conducted in accordance with the policies of the subcommittee and the rules of the facility, quarterly.
8. Is accountable to this subcommittee, Southern Fairfield /County Area, and Regional H&I. **(Existing policy)**

#### **Secretary's Qualifications**

1. One year clean time. **(Existing policy)**
2. Willingness to serve. **(Existing policy)**
3. Must possess organizational skills.

#### **Secretary's Responsibilities**

1. One year term. **(Existing policy)**
2. Take an accurate set of minutes at each monthly meeting and distribute them to the subcommittee prior to the opening of the following month's meeting. **(Existing policy)**
3. Maintain an accurate list of all H&I trusted servants' contact information, clean date, date commitment started, facility serving, and facility contact information. **(Existing policy, revised 3/28/10)**
4. Maintains and keeps an accurate list of all H&I policies. **(Existing policy)**
5. Maintains an ongoing file of all correspondence and minutes. **(page 46 of the H&I Handbook)**
6. Maintains attendance records for all members of the subcommittee. **Revised 3/28/10)**

#### **Literature Coordinator's Qualifications**

1. One year clean time. **(Existing policy)**
2. Willingness to serve. **(Existing policy)**
3. Must possess organizational skills.

#### **Literature Coordinator's Responsibilities**

1. One year term. **(Existing policy)**
2. Keep an accurate account of all literature and give a report to all subcommittee meetings. **(Existing policy)**
3. Prepare orders for literature in conjunction with the Area Literature Chair and Area Treasurer. **(Existing policy)**
4. To provide *Basic Texts* to the facilities we serve, upon the facilities' request, at the rate of two per year.
5. Stamp and distribute literature to Panel Leaders at Monthly meetings. **(Existing policy)**
6. Is accountable to the H&I Subcommittee. **(Existing policy)**



## **The Panel**

For each facility served, a Panel Leader and at least 1 Panel Member will be chosen. Two members must be in attendance at every H&I presentation at a facility. No member should run a panel alone.

### **Panel Leader's Qualifications**

1. One year N.A. clean time. **(Existing policy)**
2. Willingness to serve. **(Existing policy)**
3. Must be selected by SFCANA H&I subcommittee meeting at subcommittee meeting.
4. Must be a voting member of SFCANA H&I subcommittee.
5. Attend N.A. meetings to solicit speakers.

### **Panel Leader's Responsibilities**

1. One year term. **(Existing policy)**
2. Open and close H&I meeting/presentations on time. **(Existing policy)**
3. Get speakers from the N.A. fellowship. Make certain that they speak the language of N.A. **(Existing policy, revised 3/28/10)**
4. Provide speakers with all rules and regulations. **(page 48 of the H&I Handbook)**
5. Maintains and distribute all literature for the meeting/presentation. **(Existing policy)**
6. Attends monthly H&I Subcommittee meetings. **(Existing policy)**
7. Must be in good contact with the Chairperson.
8. Must report all problems to the Chairperson.
9. If unable to fulfill his/her commitment a replacement must be arranged through the Chairperson.
10. Must not miss more than two consecutive facility or subcommittee meetings or they may be asked to step down from their commitment. It is mandatory that they re-qualify at H&I Subcommittee meeting.
11. Be familiar H&I policy as well as the individual Hospital's or Institution's rules.
12. Close the meeting with the unity version of the Serenity Prayer. **(Existing policy)**

### **Panel Members' Qualifications**

1. Six months N.A. clean time. **(Existing policy)**
2. Willingness to serve. **(Existing policy)**

### **Panel Members' Responsibilities**

1. Attend all H&I subcommittee meetings. **(Existing policy)**
2. One year commitment. **(Existing policy)**
3. Be familiar with individual facility rules as well as H&I policy. **(Existing policy)**
4. If unable to attend his/her commitment, the Panel Leader must be notified in a timely manner. **(Revised 3/28/10)**



**Orientation Chairperson's Qualifications (Added 1/27/02)**

1. One year N.A. clean time.
2. One year H&I service experience. (Revised 3/28/10)
3. Willingness to serve.
4. Working knowledge of the 12 Steps, 12 Traditions, SFCANA H&I policies and the Do's and Don'ts of H&I service.

**Orientation Chairperson's Responsibilities (Added 1/27/02)**

1. One year term.
2. Attend all SFCANA H&I subcommittee meetings.
3. Remain after SFCANA H&I subcommittee meetings to facilitate orientation package to new members.
4. Be accountable to SFCANA H&I subcommittee.
5. Read the Do's and Don'ts to the entire subcommittee at the first subcommittee meeting of every quarter (Jan, Apr, Jul, Oct). (Revised 3/28/10)

**Definition of the Orientation Package (Revised 9/24/16)**

1. The SFCANA H&I Orientation package (adopted from the MSUANA in 2014)
2. Recommend members become familiar with the Narcotics Anonymous Hospitals & Institutions Handbook.
3. Current SFCANA H&I Policy



### **Speaker Qualifications**

1. Six months clean time minimum, or more if mandated by the facility we serve. **(Existing policy, Revised 3/28/10)**
2. Attend N.A. meetings
3. Carry a clear N.A. message, using the language of N.A. **(Added 3/28/10)**
4. Speakers are not allowed to bring other members (sponsor, sponsee(s), spouses, friends, etc.) with them to the speaking commitment. **(Added 3/28/10)**

### **Speaker Responsibilities**

Give a clear, concise N.A. message of recovery.

### **Subcommittee Member Qualifications**

1. Persons qualifying will be asked nine questions.
  - How much clean time do you have?
  - Is your recovery N.A.?
  - Do you have an N.A. sponsor?
  - Do you have a working knowledge of the 12 Steps of N.A.?
  - Do you have transportation?
  - With the rare exception of circumstances, will you fulfill your commitment each and every time you are scheduled to do so?
  - What is your definition and understanding of the work "Commitment?"
  - Are you aware of the importance of how we are perceived by the facility we are serving?
  - Are you currently on any Drug Replacement therapy as defined by World Service Board of Trustees Bulletin #29?
2. All persons wishing to qualify for H&I service are subject to be voted in by the H&I subcommittee. 75% Majority vote.