

Subcommittee Guidelines

Welcome to H & I service work!

The H & I subcommittee of the Greater Hartford 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 a chance to find a better way of life. From this day forward may we better provide the necessary services."**

When addicts are housed in correctional institutions, hospitals for recover, or other facilities where addicts do not have full access to regular N.A. meetings...
H & I will be there.

CARRYING THE MESSAGE IS OUR PRIMARY PURPOSE.

This subcommittee maintains an active liaison with the GHA in the spirit of cooperation. In sharing our experience with fellowship, we hope to help other N.A. members carry the message. We have found that working with others in an H & I setting is extremely beneficial to our own personal recovery. Experience has taught us that we become effective in H & I work when we apply the Twelve Steps and Twelve Traditions in our lives. Many emotional pitfalls can be avoided by using these principles which have proven helpful to us.

Function of H & I Subcommittee

1. To Provide a monthly forum to pool experience. ("I can't, we can.")
2. To communicate information and distribute literature to all Hartford area H & I panels.
3. To provide an H & I service representative at the Area level.
4. To conduct workshops and orientations on relevant topics.

Trusted Servants

Trusted Servants - Service Board Positions

Chairperson

Vice Chairperson

Secretary

Literature / Budget Coordinator

Hospital Chairperson

Institutional Chairperson

Orientation Chairperson

If applicable, Adolescent Coordinator

The Chairperson is voted in by the "Greater Hartford Area Service Committee" (GHASC). The other members of the service board are elected by a majority vote of the subcommittee-at-large.

If the Chairperson resigns, the Vice Chairperson will automatically assume the position.

If the Vice Chairperson cannot take the position, a special election will be held.

If any other members of the service board resign, the position will be held as "out to the fellowship" for a period of one month or until a willing member is found to serve the position for the duration of the commitment.

GHA / H & I / VOTING POLICY

1. Eligible voters include all H & I subcommittee members who have attended **2 (two) consecutive** H & I subcommittee meetings.
2. If two consecutive meetings are missed thereafter, you may *not* vote again until attending two more consecutive meetings.
3. H & I subcommittee members who have an H & I commitment on the same night as this subcommittee meets will retain their voting rights.

Duties and Qualifications of Trusted Servants

Chairperson

Suggested two years clean time, a minimum of one year activity in H & I work, as well as service as H & I Vice Chairperson.

Responsibilities include:

1. A one year term of office
2. Communicate agenda to subcommittee at the monthly meeting - lead the discussion and voting on orders of business.
3. Carry out policies and motions for the subcommittee.
4. Attend both GHA (area) and Regional H & I subcommittee meetings.
5. If unable to attend, ensure Vice Chair's attendance at any of the meetings mentioned above.
6. Mandatory - submit the H & I written reports to both GHASC and Regional H & I subcommittees. (Area and regional meetings)

Vice Chairperson

Suggested 18 months clean time, plus minimum of six months activity in H & I work.

Responsibilities include:


1. A one year term of office.
2. Assume the responsibilities of the Chairperson in the event of his/her absence.
3. Help coordinate new panels.
4. Become familiar with the duties of the Chairperson attending all H & I subcommittee meetings, GHASC meetings and Regional H & I meetings. Assume the position of Chairperson (through the GHASC vote) the following year.

Secretary

Suggested one year clean time, plus minimum six months prior H & I work.

Responsibilities include:

1. One year term of office.
2. Record minutes of all meetings.
3. Copy (20) & distribute said minutes at next H & I subcommittee meeting.
4. Keep records of all subcommittee trusted servants, continually updating.
5. Keep all H & I rules and regulations... Maintain a list of all H & I meetings in the Hartford Area. The list will include day and time of meeting, type of meeting, and contact person at the hospital or institution.



Hospitals and Institutions Subcommittee Guidelines

Literature / Budget Coordinator

Suggested one year clean time, plus minimum of six months activity in H & I work.

Responsibilities include:

1. A one year term of office.
2. Order & maintain an adequate supply of literature and inventory.
3. Distribute literature
4. Make a report of supply expenditures at each H & I subcommittee meeting.
5. Make a financial statement at the end of the year based on monthly report.

Hospital Coordinator

Suggested 2 year clean time, plus minimum 1 year experience in H & I work.

Responsibilities include:

1. A one year term of office.
2. Coordinate and communicate needs of hospital meetings within GHA.
3. Help coordinate new hospital panels with Vice Chairperson
4. Assist panel coordinators in duties when needed.
5. Supply hard-copy of H & I guidelines to panel coordinators.
6. Supply hard-copy hospital rules and regulations to panel coordinators.
7. Attend all H & I subcommittee meetings.

Institutional Coordinator

Suggested two year clean time, plus past service on H & I service board.

Responsibilities include:

1. A one year term of office.
2. Coordinate & communicate needs of institutional meetings within GHA.
3. Coordinate new institution panels with Vice Chairperson.
4. Assist panel coordinators in duties when needed.
5. Supply hard-copy H & I guidelines to panel coordinators.
6. Supply hard-copy institution rules and regulations to panel coordinators.
7. Responsible for communication / correspondence with the liaison for the CT Department of Corrections Volunteer Services.
8. Responsible for the security clearance of all subcommittee members.
9. Attend all H & I subcommittee meetings.

Orientation Coordinator

Suggested two year clean time plus service on H & I service board.

Responsibilities include:

1. A one year term of office.
2. Distribute yellow application to members qualifying for H & I.
3. Orientate new members qualifying for H & I work.
4. Maintain a list of N.A. members available to speak at H & I meetings with up-to-date telephone numbers.
5. Attend all H & I subcommittee meetings.

Adolescent Coordinator

Suggested two year clean time, plus minimum of one year activity in H & I work.

Responsibilities include:

1. A one year term of office.
2. Serve as primary liaison between H & I subcommittee and N.A. meetings for adolescents in hospitals and institutions.
3. Coordinate and communicate needs for H & I meetings for adolescents within the Greater Hartford Area.
4. See that the panel coordinators are familiar with the H & I guidelines as well as the hospital and institution rules and regulations.
5. Ask those serving as panel coordinators to qualify before the H & I subcommittee when necessary.
6. Ensure the N.A. meeting format, as well as the conduct of meetings, will conform to H & I guidelines for H & I meetings.
7. Attend all H & I subcommittee meetings.

Hospitals and Institutions Subcommittee Guidelines

Panel Coordinator - *must qualify at subcommittee meeting prior to commitment.*
Suggested one year clean time, and at least 6 months experience in H & I work.

Responsibilities include:

1. A one year commitment
2. Coordinate overall direction of individual panel.
3. Ensure any new members attend area meetings to qualify for positions.
4. Make H & I guidelines available and clarify when needed for panel leader and members.
5. Provide panel leader and panel members with hospital or institution rules and regulations.
6. Maintain an updated panel list for the individual hospital or institution.
This list is to be given to the H & I Secretary in writing.
7. Maintain an inventory of N.A. literature at the hospital or institution.
8. Attend all H & I subcommittee meetings.

Panel Leader - *must qualify at subcommittee meeting prior to commitment.*
Suggested six months clean time, and a willingness to do H & I work.

Responsibilities include:

1. Suggested term of commitment is six months
2. Coordinate members of the individual panel.
3. Be familiar with individual hospital or institution rules and regulations and H & I guidelines.
4. If the panel leader is unable to attend the individual H & I meeting that he/she is responsible for, arrangements must be made through the panel coordinator for a substitute.
5. Attend all H & I subcommittee meetings.

Panel Member

Suggested three months clean time, and a willingness to do H & I work.

Responsibilities include:

1. Suggested term of commitment is six months
2. Six months clean time to speak
3. Understand individual hospital and institution rules and regulations.
4. If the panel member is unable to attend the individual H & I meeting that he/she is responsible for, arrangements must be made through the panel leader for a substitute.
5. Attend all H & I subcommittee meetings.

H & I General Information

The service board of GHASC - H & I subcommittee considers H & I work a privilege, therefore we make an effort to give Narcotics Anonymous a good reputation in the community.

Addicts who carry the message into H & I facilities need to be aware of the various rules and regulations at the facility which he/she services.

The service we provide is **only** with the cooperation of the facility.

Twelve Suggestions

1. Learn the H & I Guidelines of the World Service Conference. These are available from our subcommittees and the World Service Office.
2. Work with members of the same sex
3. Be careful not to interfere with the facilities' rules and or therapy. Don't address the recovery practices of the facility; deal only with the recovery of the addict according to the established principles of Narcotics Anonymous.
4. Don't set yourself up by making promises you can't keep; use your discretion when asked a favor, keeping in mind the facilities rules and regulations and the Twelve Steps and Twelve Traditions of N.A.
5. Limit your sharing to your own experience, strength, and hope as a recovering member of Narcotics Anonymous.
6. Remember, you can't give away what you don't have; we make poor examples if we fail to put our own recovery first.
7. Work with GHASC or Regional H & I committee.
8. You may be the only example of a recovery they see, so conduct yourself accordingly, avoiding foul language and elaborate war stories.
9. We are not counselors, probation officers, or social workers. We should confine our sharing to our recovery from addiction.
10. Honor your commitment. It is important for newcomers to see familiar faces who attend regularly.
11. We try to accept the addict without conditions and carry the message without expectations.
12. Encourage newer N.A. members to get involved with H & I work.

H & I DO'S AND DON'TS

The Do's

DO - Enjoy your commitment because:

"We can only keep what we have by giving it away!"

DO - Have a positive, hopeful attitude about recovery.

Get excited and show enthusiasm.

DO - Remember that Narcotics Anonymous is a "WE" program.

No addict should feel that he/she is being preached to.

DO - Acknowledge and validate their feelings and emotions.

DO - Acknowledge and validate their clean time.

DO - Tell them that we have fun in recovery; for example "Pigs in Space" rent Quassy Park for a day, the dances, conventions, food, fun fellowship...

DO - Explain to the residents who "H & I" (we) are.

DO - Emphasize that we are not affiliated with the facility.

The Don'ts

DON'T give or accept any gifts, gum, candy, etc.

DON'T carry excessive cash or wear expensive or flashy jewelry.

DON'T give the residents money.

DON'T carry in contraband items, such as cigarettes (if app.) or weapons.

DON'T take personal messages in or out of the facility

DON'T mail letters in or out of the facility for residents or anyone else.

DON'T show favoritism to any resident.

We carry this message to all addicts that still suffer.

DON'T leave the meeting early or arrive late.

DON'T stay on the premises more than a half-hour after the meeting ends.

~Remember, our will is in the care of our Higher Power, a loving God, and we reflect the love of our Higher Power in H & I service ~

DON'T comment on the methods used by the treatment facility. Not all facilities are based, nor do understandings of the steps necessarily coincide with the understanding gained in Narcotics Anonymous. We share **our experience** without reference to the facility's methods or to the residents comments.

DON'T Debate which drugs are acceptable. N.A. is a program of complete abstinence from all drugs.

DON'T debate issues involving medication. Based on our eight and tenth traditions, we are not in a position to discuss the issue. We can only tell them to keep coming back, they are welcome at meetings as well as to read the basic text. Members on H & I panels should not tell residents to stop taking their medication. **We are not doctors.**

DON'T compare your bottom to theirs. Identify.

DON'T patronize adolescents.

DON'T Say "I feel like I'm talking to my kids."

DON'T Use profanity.