

## **CCANA H&I GUIDELINES and POLICY**

### **I. 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 EVER 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 judgement on the quality of another member’s recover 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 medications. 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.

### **II. 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.

### **III. 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.

## **IV. TRUSTED SERVANTS**

### **TRUSTED SERVANT DEFINITION**

Trusted Servants (Officers) of the H&I subcommittee shall consist of a Chairperson, Vice-Chairperson, Secretary, Literature Coordinator, Panel Coordinators, and Orientation Chairperson.

### **VOTING POLICY FOR ELECTION OF TRUSTED SERVANTS**

The Chairperson is voted in by the ASC. All other Trusted Servants are elected by a majority of the voting members of the H&I subcommittee at monthly H&I subcommittee business meetings.

### **REQUIREMENTS AND RESPONSIBILITIES OF H&I TRUSTED SERVANTS, PANEL LEADERS (CHAIRPERSON) & PANEL MEMBER (OBSERVER)**

#### **CLEAN TIME DEFINITION**

For purposes of qualification for Trusted Servant, Panel Leader (Chairperson), & Panel Member (Observer) 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 & suboxone 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 time.
2. One year commitment.
3. One year experience H&I service work.
4. Working knowledge of 12 Steps and 12 Traditions of NA.
5. Follow ASC policy for area chairpersons.
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-chairperson to attend any meeting that chairperson is unable to attend.
4. Submit written monthly H&I report to ASC and Regional subcommittee at their meetings.
5. Be aware of all matters that affect 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.
12. Pay rent to facility used for monthly CCANA H&I business meeting.

## **VICE-CHAIRPERSON**

### *Requirements:*

1. One year clean time.
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:*

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 learning days.
6. Work with Chairperson to ensure 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 time.
2. One year commitment.
3. Three 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:*

1. Attend all area H&I subcommittee meetings.
2. Record accurate, complete, and legible meeting minutes of all H&I subcommittee meetings including attendance and motions.
3. Type (if possible), copy, and distribute (or give to Chairperson to distribute) prior month's minutes for all ASC and H&I subcommittee meetings.
4. Keep updated contact list of all H&I subcommittee members.
5. Keep a file of all correspondence to and from area H&I subcommittee.
6. Responsible for safekeeping of Area H&I archives (meeting minutes, correspondence, etc.)
7. Work with Chairperson to keep Area H&I Guidelines and Policies manual updated.
8. Maintain a list of all H&I presentations and contact persons at facilities service by H&I subcommittee.
9. Submit monthly expenditure report for copying, etc., including receipts, to H&I chair for reimbursement.

## **ORIENTATION CHAIR**

### *Requirements:*

1. One year clean time.
2. One year commitment.
3. Three 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:*

1. Attend all area H&I subcommittee meetings.
2. Maintain a supply of at least five orientation packets.
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 for the facility and open facility at 6:25 for monthly business meeting.

## **LITERATURE COORDINATOR**

### *Requirements:*

1. One year clean time.
2. One year commitment.
3. Three 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:*

1. Attend all area H&I subcommittee meetings.
2. Maintain an adequate inventory of NA literature at all facilities served by CCANA H&I subcommittee 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 Chairperson at the monthly subcommittee meeting.
7. Submit a financial statement at end of year based on monthly reports.

## **PANEL COORDINATOR**

### *Requirements:*

1. One year clean time.
2. One year commitment.
3. One year 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:*

1. Attend all area H&I subcommittee meetings.
2. Serve as liaison between facility and H&I subcommittee by maintain open flow of communication and reporting any new developments and/or problems with H&I presentations promptly the H&I Chairperson.
3. Work with Panel Leaders to ensure that all facility presentations are being held and are following facility and H&I policies and guidelines.

## **PANEL LEADER (Chairperson)**

### *Requirements:*

1. Nine months clean time required for non-correctional facility (hospital, rehab, detox, halfway house, etc.) and one year clean time required for a correctional facility.
2. Six months experience with 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 ensure 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. If unable to attend facility presentation, inform Panel Coordinator as far in advance as possible.
6. If a member or speaker appears under the influence, Panel Leader has responsibility to ask member in question not to attend that presentation. Panel Leader must inform Panel Coordinator promptly.

### ***PANEL MEMBER (Observer)***

#### *Requirements:*

1. 90 Days clean time required for non-correctional facility (hospital, rehab, detox, halfway house, etc) and 1 year clean time required for a correctional facility.
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.
5. 6 month clean time requirement to SHARE during presentation at non-correctional facility (hospital, rehab, detox, halfway house, etc) and 1 year clean time required to SHARE during presentation at a correctional facility.

#### *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 presentations 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 Guidelines and Policy manual.

## V. GENERAL POLICIES

1. Any NA member may attend and 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 an 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 (Chairperson), Panel Observers (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 substances), 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. Trusted Servants terms of office are one year. If re-elected, no Trusted Servant 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 at a hospital H&I presentation is six months. (see amendment from 10/30/18)~~
- ~~14. Clean time requirement for sharing at a hospital H&I presentation is six months. (see amendment from 10/30/18)~~
- ~~15. Clean time requirement for chairing at a correctional facility H&I presentation is one year. (see amendment from 10/30/18)~~
- ~~16. Clean time requirement for sharing at a correctional facility H&I presentation is nine months. (see amendment from 10/30/18)~~
- ~~17. Clean time requirement for observing at a hospital or correctional facility H&I presentation is 90 days. (see amendment from 10/30/18)~~
18. Any Trust 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 member's behavior that might be considered under the influence of medication (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 business meeting.
22. H&I subcommittee Chairperson can only vote to break a tie.

23. A panel member must observe at least once at a 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 they may hold.
26. No member should enter any H&I presentation, at any facility, more than ten (10) minutes late. Being on time is one of the ways we show our recovery.
27. 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 Panel Leader (Chairperson) upon arrival.
28. If a Panel Leader (Chairperson) or Panel Member (Observer) cannot fulfill their commitment, they must contact the Panel Coordinator ASAP in order for the position to be filled. If they fail twice in this regard, they will need to be reoriented.
29. No member should accept notes from or pass notes to any patient and/or client at any facility.

### ***POLICY MOTIONS PASSED***

- 7/25/17- Motion passed to make voting policy to add new commitments gender specific depending on the facility, so votes to add a new men's meetings can only be voted on by men, votes to add a new women's meeting can only be voted on by women, facilities for men and women can be voted on by both men and women
- 7/25/17- Motion passed to clarify policy; In order to take a Panel Leader (Chairperson) commitment, member must physically attend the CCANA H&I business meeting, member cannot text or call in to volunteer
- 8/29/17- Motion passed to make voting policy require 2/3 majority on ALL votes with a minimum of 3 members needed to vote
- 12/27/17- Motion passed to write into policy that any H&I member CANNOT go into a facility alone, under any circumstances
- 1/30/18- Motion passed to put question in Orientation Packet to ask whether a person is on drug replacement therapy; H&I members cannot be on drug replacement therapy nor can any speaker
- 5/29/18- Motion passed to eliminate the need to fill out Panel Coordinator reports on a monthly basis.
- 9/24/18- Motion passed to have a "Grandfather Clause" for commitments. For those members that have a minimum of one year of service in CCANA or any other area's H&I subcommittee in NA, if they have maintained continuous clean time, their experience in H&I can be transferred over to the CCANA H&I subcommittee, as it relates to the requirements of clean time for Trusted Servant positions and other service position requirements



- 9/24/18- Motion passed to extend our Clean Time Definition to include the Panel Leader (chairperson) and Panel Member (observer) commitments.
- 10/30/18- Motion passed to revise policies 15 & 16 so that Clean Time requirements for all correctional facilities is 1 year clean time required to observe, share, chair, or be an H&I Speaker
- 10/30/18- Motion passed to revise policies 13, 14 & 17 so that Clean Time requirements for all non-correctional facilities (hospitals, rehabs, detoxes, halfway houses, etc) is 90 days clean time required to observe, 6 months clean time required to share, 9 months clean time required to chair, and 1 year clean time required to be an H&I Speaker