

Greater Pensacola Area H & I Guidelines

Definition and Purpose of the H&I Subcommittee

The Greater Pensacola Area H and I Subcommittee is a group of trusted servants or volunteer members of Narcotics Anonymous which exist for the purpose of carrying the NA message to addicts in hospitals, recovery houses, prisons and related facilities who do not have access to regular Narcotics Anonymous meetings. A H&I meeting/presentation should be held at a time and date which better suits the needs of the addicts within that facility. To be helpful to the residence we are governed by the individual rules of the facility and further impose certain standards on ourselves. This committee is a subcommittee of the GPASC. We shall maintain effective liaison and complete accountability to that committee. Regular business meetings will be held on the third Sunday of every month. The meetings will be held at 10 E Chase St Pensacola, FL at 12:15PM. Any extra subcommittee meetings that need to be held should be voted on and approved by the members in attendance at the regular subcommittee meeting.

Functions of the Subcommittee

- A. Communication and disbursement of all information to and from all panels through the Panel Leader.
- B. The distribution of Narcotics Anonymous literature to the Panel Leaders.
- C. To conduct a monthly business meeting.
- D. To provide a H&I service representative for participation to GPASC meeting.
- E. To coordinate the development of any new H&I meetings/presentations.
- F. The election of members to attend H&I meetings, Panel Leaders to communicate with officers about meeting progress, and officers to coordinate and communicate with the facilities.
- G. To carry a message of recovery through the program of Narcotics Anonymous to the still sick and suffering addicts in any facility that may not have access to regular Narcotics Anonymous meetings.

Membership

Any member of Narcotics Anonymous may become a member of the H&I Subcommittee by completing a letter of willingness and presenting it to the Subcommittee at the regular monthly business meeting. Before a NA member is to become a Trusted Servant of the Greater Pensacola Area H&I Subcommittee they must have a NA sponsor, work NA steps, and attend NA meetings. The Subcommittee must vote for their positions and commit

to a specific H&I panel for a term of six months clean time. For the purpose of this subcommittee, that shall be defined as complete abstinence from all drugs.

Any member who has attended at least two H&I subcommittee business meetings within the last six months is eligible to vote at the business meeting, member monthly attendance will be kept track of by the H&I secretary for referral if needed.

Elected Officers

The H&I Subcommittee's officers shall consist of the Chairperson, Vice-Chairperson, Secretary, Prison Coordinator, Literature Distributor/Treasurer, and Panel Coordinator. All officers are to be elected by majority vote of the H&I Subcommittee, except the Chairperson, who must also be approved by the GPASC. In the event that a nominated officer does not meet clean time requirements; regardless of whether they are approved by the Subcommittee, they must also be approved by the GPASC. During elections, in the case of more than two nominations for any office, a second run off ballot shall be taken of the top two names. All officers are elected for a term of one year and will be eligible for re-election for a second term the following year followed by one year of ineligibility. If an officer holds their position for two years and wishes to serve a third term, and there are no other members with willingness for that position, that member must be voted on and approved by the Subcommittee and presented to the GPASC for approval.

Removal

Any subcommittee officer, except the Chairperson, may be removed from office by a majority vote of the H&I Subcommittee. In the event that the Subcommittee wishes to remove the Chairperson from office, the H&I Subcommittee must have a majority vote. The issue must be brought up to the GPASC for official removal. In the case of resignation, the Vice-Chairperson shall automatically assume the position of Chairperson until the Subcommittee is able to elect a new Chairperson. In the event of resignation of either the Vice-Chairperson or the Secretary, the other remaining service officers will split the workload until someone with willingness is able to fill the position.

Officers

1. Chairperson

A. Responsibilities

- a. Attend all Subcommittee Meetings
- b. Prepare the format so they can lead the H&I Subcommittee meeting

- c. Attend the monthly GPASC meeting
- d. The Chairperson, along with the Vice-Chairperson, coordinates all activities to facilities with an H&I presentation. In short, any problem arising at facilities or coordination of new H&I presentations must be handled by either the Chairperson or Vice-Chairperson.
- e. Willing to share the workload with other officers if any officer position becomes vacant.
- f. Willing to serve as Panel Leader in a facility in the event that the regular Panel Leader cannot attend.
- g. If the office position of literature coordinator/treasurer is vacant, the Chairperson must be willing to fulfill the responsibilities of the position.

B. Qualifications

- a. A minimum of 2 years clean
- b. A minimum of 6 months activity in H&I work
- c. Attended two business meetings in the past 6 months
- d. Must be willing to serve for 1 year.

2. Vice-Chairperson

A. Responsibilities

- a. Attend all subcommittee meetings.
- b. If the office position of Panel Coordinator is open the vice-chairperson must be willing to fill the responsibilities of the position.
- c. The Vice-Chairperson, along with the Chairperson, coordinates all activities to facilities with an H&I presentation. In short, any problems arising at facilities or coordination of new H&I meeting/presentation must be handled by either the Chairperson or the Vice-Chairperson.
- d. Be willing to share the workload with other officers if any officer position becomes vacant.
- e. Be willing to serve as Panel Leader in a facility in the event that the regular Panel Leader cannot attend.
- f. Must attend the monthly area service meeting in the event that the Chairperson cannot make it.

B. Qualifications

- a. Must have a minimum of 1 year clean
- b. Must have a minimum of 6 months activity in H&I work
- c. Must have attended 2 business meetings in the past 6 months.
- d. Must be willing to serve for 1 year.

3. **Secretary**

A. Responsibilities

- a. Attend all subcommittee meetings.
- b. Take notes at subcommittee meetings and send a copy of the monthly minutes to area.
- c. Maintain a record of all H&I subcommittee members. Along with their current contact information
- d. Be willing to share the workload with other officers if any officer position becomes vacant.
- e. Be willing to serve as Panel Leader in a facility in the event that the regular Panel Leader cannot attend.
- f. Keep a copy of all individual facility rules
- g. Obtain financial records from the **Chairperson** every month so that they can be added to the financial report in the area minutes.

B. Qualifications

- a. Must have a minimum of 1 year clean
- b. Must have a minimum of 6 months activity in H&I work
- c. Must have attended 2 business meetings in the past 6 months.
- d. Must be willing to serve for 1 year.

4. **Panel Coordinator**

A. Responsibilities

- a. Attend all H&I subcommittee meetings
- b. Anytime a Panel Leader is unable to attend their designated H&I meeting/presentation it is the coordinators job to fill-in.
- c. Is responsible for properly orientating newly elected Panel Leaders.
- d. Is responsible for keeping a copy of all facility rules and regulations so newly elected Panel Leaders can be properly orientated according to the rules of their specific facility.
- e. Is responsible for assigning and coordinating all new members to their designated panels
- f. Keep track of which members are assigned to which panels and when those commitments are over.

B. Qualifications

- a. Must have a minimum of 1 year clean
- b. Must have a minimum of 6 months activity in H&I work

- c. Must have attended 2 business meetings in the past 6 months.
- d. Must be willing to serve for 1 year.

5. **Literature Coordinator/Treasurer-This is as needed**

A. Responsibilities

- a. Maintain all literature orders from Panel Leaders with the Florida Regional Service Office. The organization in which we order literature from is subject to change according to financial obligations.
- b. Will ensure an adequate supply of literature currently kept in stock by the H&I subcommittee for disbursement.
- c. Will keep a record of receipts for all literature. Submit the record to the secretary monthly and keep the receipt in case needed for reference.
- d. Is responsible for all monetary funds given to the H&I subcommittee
- e. Ensure that literature is divided up into proper bundles for disbursement to Panel Leaders and brought to every H&I subcommittee business meeting when applicable
- f. Attend all H&I subcommittee meetings

B. Qualifications

- a. Must have a minimum of 2 years clean
- b. Must have a minimum of 6 months activity in H&I work
- c. Must have attended 2 business meetings in the past 6 months.
- d. Must be willing to serve for 1 year.

6. **Prison Coordinator**

A. Responsibilities

- a. Coordinate with all jails and prisons within our area to see if an H&I meeting/presentation would be appropriate for their facility
- b. Coordinate with jail/prison authorities to establish an H&I meeting/presentation. Making sure to take into account the other H&I meetings in our area; therefore planning meeting/presentation is preferably on days that do not interfere with other H&I meetings.
- c. Gathering all needed information from H&I members for proper approval to gain access to jail/prison.
- d. Be familiar with how H&I is handled as it pertains to correctional facilities

- e. Be willing to fill in for any Panel Leader that is not able to attend their regular H&I meeting/presentation
- f. Attend all H&I subcommittee meetings
- g. Make a monthly H&I report to be shared at the subcommittee meeting
- h. Obtain literature and supplies from the Literature Coordinator to bring to the facility for distribution to addicts
- i. Be familiar with facility rules and make sure the Panel Member/Leaders are following them
- j. Orientate new Panel Member/Leaders appropriately with the proper H&I rules and regulations concerning dress and proper meeting presentation.

B. Qualifications

- a. Must have a minimum of 2 years clean
- b. Must have a minimum of 6 months activity in H&I work
- c. Must have attended 2 business meetings in the past 6 months.
- d. Must be willing to serve for 1 year.

Non-Officer Members

1. Panel Leaders

A. Responsibilities

- a. Attend all H&I subcommittee meetings
- b. Decide the type of presentation using one of the formats. Different formats are used for a specific facility, these formats and regulations can be found in the H&I handbook.
- c. Ensures meeting starts and ends on the scheduled time.
- d. Communicate any problems at the facility or with other H&I member to the Chairperson or Vice-Chairperson so they can properly handle the situation accordingly.
- e. Make a monthly H&I report to be shared with the subcommittee
- f. Obtain literature and supplies from the literature coordinator and bring to the facility for distribution to addicts.
- g. Be familiar with all facility rules and make sure the panel members are following them.
- h. Orientate new Panel Members appropriately with the proper H&I guidelines and regulations concerning dress and proper meeting presentation.

- i. Inform the Chairperson, Vice-Chairperson or Secretary if unable to attend a regular scheduled H&I presentation
- j. Ensure all H&I presentations have between 2 to 5 H&I members in attendance
- k. Are responsible for monitoring appearance, attitudes, and sharing of other H&I members. If a Panel Member appears high, is dressed in an inappropriate manner, or shares in a way that could be viewed as offensive or blurs the message of recovery through the program of Narcotics Anonymous, the Panel Leader can tell the member that they are not allowed to attend that specific H&I presentation until the issue was handled at the H&I subcommittee business meeting.

B. Qualifications

- a. Must have a minimum of 1 year clean
- b. Must have a minimum of 6 months activity in H&I work
- c. Must have attended 2 business meetings in the past 6 months.
- d. Must be willing to serve for 6 months

2. Panel Members

A. Responsibilities

- a. Must be orientated by the Panel Leader
- b. Must abide by all rules and regulations for the particular facility
- c. May attend any facility in that area. Where applicable.
- d. Must be able to share a clear NA message
- e. Any member involved with the facility either professionally or voluntarily cannot serve on that particular panel.

B. Qualifications

- a. Must have 90 days to sit on a panel
- b. Must have 6 months to share on a panel
- c. Must attend a H&I subcommittee meeting in person or by telecommunication upon approval from the subcommittee.
- d. Must provide a letter of willingness.

General Information

- Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may become eligible when they can conform to the requirements of these guidelines

- Any member not conforming to these requirements or any others which might be added later, or refuse to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I subcommittee assignments
- In order to avoid a mixed message being sent, only the Chairperson or Vice-Chairperson is allowed to have contact with facility authorities. Any problems occurring at facility should be relayed to either the Chairperson or Vice-Chairperson so it can be handled accordingly.
- Any coordination of a new H&I meeting/presentation must be handled by either the Chairperson or Vice-Chairperson. The officers have been orientated on the current guidelines of handling themselves in a way that is in accordance of how Narcotics Anonymous wishes to be viewed by the public and are equipped to handle themselves for these tasks.
- In order for an H&I presentation to be held, the Panel Leader must be present. In the event that a regular Panel Leader cannot attend their regular H&I meeting/presentation, they should contact one of the officers and their Panel Leader position will be filled. It is the responsibility of the officers to fill in for Panel Leaders.
- Any member who is involved with a given facility on a professional or voluntary basis should not participate in the panel serving the addicts in that facility; however they may attend other facilities in which they are not involved. This is intended to avoid possible conflict and the resulting damage
- H&I members will not interfere with or use influence in any facility, court, hospital, nor with any judge, Dr., probation officer a parole officer.
- H&I members will not make any comments or promises regarding employment, parole, probation, halfway houses, legal or medical problems. We can only carry the message of Narcotics Anonymous recovery from addiction through our own experience.
- Printed instruction for all H&I subcommittees do's and don'ts, presentation formats, and orientation guidelines can be found in the H&I handbook and will be supplied at the monthly business meeting
- Printed instructions, regulations, and guidelines concerning jails and prisons can be found in the H&I handbook
- Members are not allowed to give contact information to an addict in a hospital or institution. Contact information can be given once the addict is released from the facility and is seen in a regular Narcotics Anonymous meeting. The only exception to this rule is in long-term facilities over one year in length. Contact information of Panel Members/Leader can be give to residence of these long-term facilities; however sponsorship is not allowed until the resident graduates from the program or the H&I member no longer serves at that specific facility.

- All members of the H&I subcommittee should be reminded that they may be seen as a representative of Narcotics Anonymous and should conduct themselves responsibly.
- Any H&I member serving on an H&I presentation panel can only serve on an approved H&I Narcotics Anonymous presentation. An H&I Panel Member should not attend CA, AA or any other 12 step program meeting at that same facility at which they serve as an H&I Panel Member.
- As a subcommittee, we understand that everyone recovers in their own way, and has their own process. We do not judge or lessen any addict for working their own program, whatever that may entail. However, for the purpose of an H&I presentation, it is absolutely critical that the still sick and suffering addict in these facilities get a clear message of recovery from the program of Narcotics Anonymous. In order for us to ensure this we will only approve any members currently working a NA program into H&I.
- In order for a member to become a member of H&I they must have an NA sponsor, work NA steps, and attend NA meetings. As a committee we vote on and elect members and it is a Panel Leaders responsibility to ensure that members are presenting a clear message of recovery through the program of Narcotics Anonymous at their facilities.
- All elected members and officers must be able to place principles before personalities while in the facilities. If Panel members and officers cannot show that they can do that it will be discussed at the next business meeting.