

Northeast Alabama Area

H&I Subcommittee Guidelines

Definition and Purpose of the H&I Subcommittee

The Northeast Alabama Area H&I Subcommittee is a volunteer group of members of Narcotics Anonymous which exists for the purpose of carrying the NA recovery message to addicts in hospitals, recovery houses, prisons, and related facilities. To be helpful to the residents, we are governed by the individual rules of the facility and further impose certain standards on ourselves.

This committee is a subcommittee of the NEAASC. We shall maintain effective liaison and complete accountability to that committee. Regular business meetings are to be held on the second Sunday of every month.

Anyone interested in H&I must have an H&I workshop in addition to the clean time requirements. It is of upmost importance that panel leaders & members keep the primary purpose in focus and encourage members to participate in a way that express recovery. We lead by example, sharing experience instead of advice.

Functions of the Subcommittee

- a. Communication and disbursement of all information to and from all panels through their panel leader.
- b. The distribution of Narcotics Anonymous literature to the panel leaders.
- c. To conduct a monthly business meeting.
- d. Cooperation with Public Information Subcommittee
- e. To coordinate the development of any new H&I meetings/presentations.
- f. The election of panel leaders to conduct the H&I meetings/presentations.

Guiding Documents

Twelve Traditions
Twelve Concepts
A Guide to Local Services
NEA Area Policy
H&I Handbook

Qualifications and Duties of Officers

Chairperson

Requires two (2) years of continuous clean time, plus a minimum of six (6) months involvement in H&I work.

1. Prepares the monthly subcommittee agenda; brings before the general meeting of the subcommittee matters they should act upon.
2. Carries out policies and orders for the subcommittee.
3. Appoints special subcommittee members when required.
4. Represents the H&I subcommittee at the area level.

Vice Chairperson

Requires a minimum of one (1) year continuous clean time and six (6) months involvement with the area H&I subcommittee.

1. The vice chairperson assumes the responsibilities of the chairperson in the event of his/her absence.
2. Coordinates new panels until a panel leader is assigned.

Secretary

The requirement for this position includes at least one (1) year continuous clean time.

1. Takes minutes of all subcommittee meetings.
2. Copies and distributes those minutes.
3. Keeps record of all subcommittee members, including addresses and telephone numbers.
4. Keeps records of all hospital; institutional; and recovery-house guidelines, rules, and regulations.
5. Maintains updated lists of all panel members.

Panel Leader

Requires at least one (1) year continuous clean time, experience as a panel member, and a willingness to be of service. Elected by the H&I subcommittee at one of its regular meetings, after being cleared by the facility when necessary.

1. Attends the regular H&I subcommittee meetings.
2. Should be familiar with the subcommittee and facility rules.

3. Reminds the panel members of both the facility's and the subcommittee's rules.
4. Makes sure the supplies are available (literature, etc.) and that the meeting/presentation goes as it is scheduled.

Panel Member

1. Shall be at least 6 months clean
2. Can have from 3 to 6 months and go in and observe but cannot share.

General Information

1. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
2. Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any H&I subcommittee assignments.
3. No Narcotics Anonymous meeting regularly conducted under the protection of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
4. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital; nor with any judge, doctor, probation, or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.
5. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
6. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.

7. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility, if applicable.
8. H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
9. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will be in full knowledge of their responsibilities in connection with their individual assignments.
10. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message-our experience, strength, and hope. H&I speakers should try to get residents involved with the H&I meeting/presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release.