

Gulf Coast Area Hospital & Institutions Subcommittee Policy/Guidelines

PURPOSE:

The Gulf Coast Area Hospital and Institutions subcommittee is responsible to carry the NA message of recovery into Hospitals and Institutions whose residents have restricted access to regular NA meetings.

H&I ELECTED TRUSTED SERVANT POSITIONS

CHAIRPERSON: Nominated and elected by the ASC.

Qualifications

1. Two (2) years clean time.
2. A working knowledge of the Twelve Steps and Twelve Traditions of NA.
3. Minimum of one (1) year prior experience in the Gulf Coast H&I Subcommittee.
4. Must have attended orientation

Responsibilities

1. Must arrange, attend, and facilitate the monthly Subcommittee meeting.
2. Ensures that the traditions are upheld in all matters involving subcommittee and its members.
3. Must attend monthly GCASC
4. Provide a report of current H&I subcommittee activity.
5. Ensures all panel leaders and panel members comply with the H&I subcommittee policies as well as the rules of the individual facilities.
6. Must attend RSC meetings in this zone.
7. Handles all public relation contacts involving policy matters and/or interpretations at the public level that pertain to H&I. (This is done jointly with direct cooperation with the P.R. Subcommittee.)
8. Appoints temporary replacements to fill all vacant elected positions within subcommittee.
9. Submits all GCANA H&I Policy changes to ASC in monthly report.

VICE-CHAIR: Nominated and elected by H&I subcommittee.

Qualifications:

1. One (1) year clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Six (6) months prior involvement in GCASC H&I as a Panel Leader and/or Panel Coordinator.
4. Must have attended orientation.

Responsibilities

1. Must attend monthly GCANA H&I Sub-committee. Works with the Chairperson in coordinating new panels until Panel Coordinator is assigned/elected.
2. Must attend RSC meetings in this zone.

SECRETARY: Nominated and elected by H&I subcommittee.

Qualifications

1. One (1) year clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Six (6) months prior involvement in GCASCH&I.
4. Secretarial and organizational abilities,
5. Must have attended orientation.

Responsibilities

1. Keeps a complete record in the form of minutes including roster of every Subcommittee meeting.
2. Keeps a complete and updated panel member list with names, addresses, clean dates and tele-
Phone numbers of all current H&I members.
3. Sends notices or makes telephone calls for special meetings upon request.
4. Maintains all necessary stationary supplies and prepares correspondence as needed.
5. Keeps a file of that correspondence.
6. Prepare and distribute any material necessary for distribution to members of H&I. upon request of H&I Chair or Vice Chair.

7. Must attend monthly GCANA H&I Sub-committee.

POLICY/GUIDELINES COORDINATOR: Nominated and elected by H&I Subcommittee.

Qualifications

1. One (1) year clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Six (6) months prior involvement with the GCANA H&I Subcommittee.
4. Must have attended GCANA H&I orientation.
5. Must have an NA Sponsor.

Responsibilities

1. Maintains an updated version of GCANA H&I Policy/Guidelines.
2. Will make sure that all changes to GCANA H&I Policy/Guidelines are properly recorded.
3. Must attend monthly GCANA H&I Subcommittee meeting.
4. Shall provide an updated version of the GCANA H&I Subcommittee Policy/Guidelines at terms end.
5. Maintain open communications with GCANA Policy Subcommittee.
6. Reads Qualifications and Responsibilities for elect positions.
7. Forfeiture of position upon missing two consecutive GCANA H&I Subcommittee meetings, misappropriation of Fellowship funds and/or relapse.

LITERATURE COORDINATOR: Nominated and elected by H&I subcommittee.

Qualifications

1. Six (6) months clean time.
2. Working knowledge of the first three (3) Steps of NA.
3. Six (6) months prior involvement in GCASCH&I.
4. Must have attended orientation.

Responsibilities

1. Fills panel leader literature orders with WSO NA approved literature and meeting schedules per Policy
2. Keeps a record of all literature distributed.

3. Reports to H&I Vice Chair the cost of literature order not to exceed monthly budget amount each Month prior to ASC.
4. Monthly audits literature distribution records to ensure that requests from panel leaders are Prudent and do not put the subcommittee over budget.
5. Must attend monthly GCANA H&I Sub-committee

PANEL COORDINATOR: Nominated and elected by H&I subcommittee.

Requirements

1. One (1) year clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Six (6) months prior involvement in GCASCH&I.
4. Must have attended orientation

Responsibilities

1. Maintains close contact with the panel leaders of the presentations to ensure that the panels are filled for the presentations for which he/she is the coordinator.
2. Ensures that the presentations are conducted according to policies and guidelines of the H&I subcommittee.
3. Adheres to the rules and regulations of the facilities and meets with its administrators or contacts in the interest of harmony.
4. Must attend GCANA H&I Sub-committee monthly. In the event of missing two consecutive GCANA H&I Sub-committee meetings, he/she lose that facility and must reapply for election as Panel Coordinator.

PANEL LEADER: Nominated and elected by H&I subcommittee.

Qualifications

1. One (1) year clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Six (6) months prior involvement in GCASCH&I.
4. Must have attended orientation

Responsibilities

1. Contact H&I Vice Chair (or panel coordinator) well in advance (minimum of 24 hours) when unable to conduct a regular scheduled presentation.

2. Must be present and conduct presentations according to H&I guidelines and adhere to the rules and regulations of the facility.
3. Is responsible for obtaining speakers and informing them of the rules and regulations of the facility.
4. Must attend H&I Subcommittee meetings. In the event of missing two (2) consecutive H&I Sub-committee meetings they lose that facility and must reapply for election as panel leader.

ORIENTATION COORDINATOR: Nominated and elected by H&I subcommittee.

Qualifications

1. Two (2) years clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Prior Panel Leader experience.
4. Must have attended orientation

Responsibilities

1. Conducts H&I orientations on the same day as GCASC H&I Subcommittee meeting.
2. Provides all NA approved orientation materials upon request of subcommittee.

NON-ELECTED MEMBERS OF SUBCOMMITTEE

PANEL MEMBER:

Qualifications

1. Six (6) months clean time to carry the N.A. message of Recovery.
2. Working knowledge of first three (3) Steps of NA.
3. Three (3) months clean time to observe.

Responsibilities

1. Shall adhere to all policies and guidelines of the H&I subcommittee, as well as the rules and regulations of the facility they are entering.
2. Shall carry a clear NA message of recovery from addiction.
3. Should always keep in mind that he/she may be seen as a representative of N.A. and should conduct herself/himself responsibly.

GENERAL MEMBERSHIP: No election necessary

GENERAL REQUIREMENTS

For All Panel Members (elected and non-elected)

All H&I members carrying the message through H&I must keep in mind at all times the following rules which cover ALL meetings in ALL facilities:

1. You are not permitted to bring any drugs, weapons, or *drug paraphernalia onto the grounds of any facility.
2. You are not permitted to give money or correspondence to or take money or correspondence of any type from a resident.
3. You are not permitted to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and are generally all they want. You are not to accept articles made by residence to be sold on the outside.
4. Guests and visitors should be cautioned against discussing employment, lodging, etc. (either promise of "looking for" or the "securing of".) H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of NA: recovery from active addiction through our spiritual program.
5. Excess use of profanity or use of vulgar stories in your sharing is strictly prohibited by the authorities of ALL facilities, and strongly discouraged by the H&I subcommittee.

Always remember we are all GUESTS of the facility and therefore MUST comply with their wishes.

Individual members of H&I and members of NA should not attempt to discuss any problems encountered in a meeting/presentation with personnel of the facility in question. This is the responsibility and duty of a Panel Coordinator or H&I Chair if no coordinator is elected at this time.

Any member not conforming to these requirements or who refuses to abide by the rules and regulations of the facility being served shall automatically be relieved of any H&I subcommittee assignments. 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 avoids possible conflict and damage to: (a) addicts being served, (b) the working ability and privilege of the subcommittee to carry the NA message clearly. Of course, these members may participate on panels going into other facilities.

ALL OF THE FORGOING SHOULD BE REVIEWED WITH ANY GUEST SPEAKER BEFORE THEIR H&I MEETING/PRESENTATION.

VOTING PRIVILEGE

1. Any member of the GCASCH&I subcommittee attending two (2) consecutive H&I Subcommittee Business Meetings, and having a minimum of two (2) months clean time, shall earn and maintain voting privileges. Any member who misses two (2) or more consecutive GCASCH&I subcommittee meetings forfeits voting privileges and must re-qualify.

2. Must have attended orientation

Chair can only vote in the event of a tie.

GENERAL FORMAT

1. Moment of Silence

2. Opening prayer

3. Read Traditions

4. Take Attendance

5. Read and Approve minutes from last month

6. Report or budget expenditures, including literature

7. Panel Coordinator Reports

8. Panel Leader Reports

9. Old Business

10. Elect Officers (if appropriate)

11. Open Forum

12. New Business

13. Schedule Next Business Meeting

14. Closing Prayer

- WSO H&I Guidelines will be used for all H&I procedures not covered by this Policy.

- All elected positions shall be for one (1) year and may succeed themselves by re-election only one time.

Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse. He or she may again become eligible when meeting clean time. Being clean for purposes of this H&I subcommittee shall be defined as complete and continuous abstinence from all mind-altering or mood-changing substance, including, All Drug Replacement Therapy; such as Methadone, Suboxone, Subutex. Any elected trusted servant of H&I subcommittee will be removed from that position if he/she misses (2) consecutive meetings. Without valid reason for absence; validity to be determined by H&I Chair. To become an elected trusted servant of H&I he/she must attend at least (2) consecutive meetings.