

# Yavapai H&I Guidelines

## **Definition and Purpose**

The purpose of the Yavapai Area Service Committee (YASC) of Narcotics Anonymous Hospitals and Institutions Subcommittee (further referred to as H&I) is to further our primary purpose by carrying the message of NA to addicts in hospitals and institutions who do not have regular access to outside meetings. This is done with the intention that when an addict who is housed in a correctional facility, hospital, treatment center, or recovery house reaches out for recovery, Narcotics Anonymous will be there. The H&I subcommittee members are to share only about their recovery from the disease of addiction through working the program of NA at these opportunities. This subcommittee is a part of YASC and directly responsible to YASC. H&I funding will directly come from YASC to carry the message of NA in our community.

## **H&I Committee Members**

All active members of the H&I subcommittee must complete an orientation prior to participating with any H&I presentation. This orientation will be conducted by H&I chair, vice chair, or facility coordinator as needed/designated for all potential interested H&I members. This subcommittee is open to any member of NA who wishes to participate with H&I who has met suggested requirements.

## **Suggested Clean Time Requirement & Expectations of Committee Members**

- + All members of the H&I subcommittee must carry a clear and consistent Narcotics Anonymous message.
- + All H&I subcommittee members are expected to practice the principles of recovery through NA.
- + Facility Coordinator = 1 year clean time, six months experience with H&I, familiar with guidelines, procedures, and knowledge and experience in relation to the Narcotics Anonymous 12 steps/Traditions.
- + Panel Member = 6 months clean time, 3 shadows if new to H&I or NA (OR prior committee approved H&I experience), has had an orientation and meets all qualifications in the Orientation.
- + Involvement in all aspects of H&I service is suggested.

Membership on the H&I subcommittee is a privilege - not a right. All members are required to work the 12 Steps of NA with an NA sponsor. All members must have a growing awareness of the 12 Traditions of NA and the 12 Concepts of NA Service while carrying out their commitments to the H&I subcommittee. As a subcommittee we will work on the traditions and concepts at our monthly meetings to foster this growing awareness, as many addicts are not accustomed to learning these.

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**A preliminary focus on practicing our Traditions should include awareness of the following:**

- + Unity - WE back each other up and support each other.
- + There is but one ultimate authority, a loving God as He may express Himself. Our leaders are but trusted servants. None of us are "in charge or more important than any other member."
- + WE carry the message to the addict still suffering. This is our primary purpose - This is the NA message - not a combined message of a multitude of other fellowships, psychiatry, non NA fellowship approved literature, religion or alternative therapy.
- + WE never endorse any outside facility. Example: "Such & such treatment center is better than..." We do not provide detox or drug education programs.
- + WE are not professionals- our service centers may employ professionals. WE are not providing any legal assistance, professional counseling, group therapy or medical advice. The facilities will have a staff member present to monitor and maintain client behavior - this has nothing to do with our fellowship or our meetings. WE cooperate with facility staff, but they do not share at our presentation.
- + WE have no opinions on outside issues. Every H&I panel meeting occurs in an **outside** location. Therefore WE have no opinion of the facility, the rules, the staff or anything that happens outside of our NA meeting.
- + PRINCIPLES before Personalities...It doesn't matter who you are with on an NA panel - It's about carrying a clear message of recovery through Narcotics Anonymous.

H&I panel members who are not able to follow these guidelines and Traditions will be redirected by the supporting panel member at the time of the occurrence. This occurrence is to be shared with the Facility Coordinator and H&I Chair for further consideration. This includes discussing outside issues or inappropriate topics during an H&I presentation. Any areas of concern or inappropriate behavior will be reviewed at the next H&I subcommittee meeting. Panel members can have their privileges to participate in H&I suspended. All facility coordinators are to report to the H&I Chair prior to the next Subcommittee Meeting about their panels.

## **Literature:**

Only NA Fellowship approved literature and local or regional NA meeting schedules may be brought into the facility with facility approval.

## **Business Meetings**

H&I subcommittee business meetings will be held once a month. The date, time, and location of the next meeting will be announced prior to the end of the current meeting. Business meetings will last no longer than 1 1/2 hours with any unfinished business to be tabled to next month.

All H&I subcommittee members should attend the monthly subcommittee meeting if possible.

All H&I subcommittee members are eligible to vote at every subcommittee business meeting once they have attended their second meeting.

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## Qualifications and Responsibilities of this Subcommittee

### **H&I Chairperson:**

Elected annually by the YASC in December for a term of one year, in accordance with YASC Guidelines. Suggested requirements for this position are: A willingness to serve in this capacity. Three years Clean Time with minimum of one year H&I experience.

Responsibilities include:

- + Bring before the subcommittee the items that require action.
- + Carry out policies and orders of the subcommittee.
- + Attend YASC meetings. Provide a monthly report of all H&I panel presentations at the YASC.
- + Attend Regional H&I subcommittee meetings as the communication link between the subcommittee, the YASC, and the Regional H&I subcommittee.
- + Ensures that a link of communication is maintained between the subcommittee and the individual facilities. This communication is done by the Facility Coordinator if one is in place, or the chair.
- + Responsible for ensuring all panel members comply with the H&I guidelines as well as the rules of the facility.
- + Cooperates with the YASC PR/PI Subcommittee.
- + If orientation is done, need to notify secretary immediately so they may add new member to phone list
- + Acts as Facility Coordinator when necessary.

### **H&I Vice Chair:**

Elected by the H&I subcommittee. Suggested requirements for this position are: A willingness to serve in this capacity. Two years Clean Time with minimum of six months H&I experience. Responsibilities include:

- + Assume the responsibility of the chairperson in their absence.
- + Help coordinate H&I meetings or presentations.
- + Attend YASC meetings.
- + Attend Regional H&I subcommittee meetings.
- + Acts as Facility Coordinator when necessary

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## **H&I Secretary:**

Elected by the H&I subcommittee. Suggested requirements for this position are: A willingness to serve in this capacity. Six months Clean Time with minimum of three months H&I experience.

Responsibilities include:

- + Record minutes of all H&I subcommittee meetings.
- + Email business meeting minutes to all committee members.
- + Record attendance at the business meetings.
- + Keep records of all subcommittee activities, current members, phone lists and assignments up to date.

## **H&I Literature Coordinator:**

Elected by the H&I subcommittee. Suggested requirements for this position are: A willingness to serve in this capacity. Three months Clean Time.

Responsibilities include:

- + Fill literature requests from the facility coordinators.
- + Keep a continuing record of literature distributed to Facilities.
- + Report at subcommittee meetings all literature distributed and keeps inventory/records up to date.
- + Work with chairperson to ensure that necessary literature is obtained from YASC per allocated budget.

## **H&I Facility Coordinator:**

Elected by the H&I subcommittee. Suggested requirements for this position are: A willingness to serve in this capacity. One year Clean Time with minimum of six months H&I experience.

Responsibilities include:

- + Work closely with chairperson, vice chairperson, and panel members for their assigned facilities. Ensures coverage for all panels at their facility each month with qualified members.
- + Goes over H&I Orientation/Guidelines with new members in order to qualify them for panels. If orientation is done, need to notify secretary immediately so they may add new member to phone list
- + Communicate with the chairperson and vice chairperson of any obstacles or problems with facilities or panels.
- + Inform the subcommittee of any needed supplies or literature for the facilities.
- + Maintains relationship with facility. This includes providing the secretary with information in order to maintain an up-to-date file of all facility specific guidelines, agreements, and correspondence.

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## **H&I Panel Member:**

Suggested requirements for this position are: A willingness to serve in this capacity. Six months Clean Time with minimum of three shadows. Responsibilities include:

- + Take an active role in a presentation
- + Adhere to all the rules of the facility.
- + Has completed YASC H&I Orientation/Guideline review with the Chair/ Vice Chair/ or Facility Coordinator and agrees to follow the guidelines/meets qualifications. OR prior committee approved NA H&I Experience.
- + Redirect any other panel member who is violating the Traditions, our guidelines, the facility guidelines, or conducting themselves in an inappropriate manner.
- + Communicate with the facility coordinator of any obstacles or problems with facilities or panels.
- + Inform the facility coordinator of any needed supplies or literature for the facilities.

## **H&I Shadowing Panel Member:**

- + Has at least 60 days clean.
- + Can do a reading (supporting panel members to remind new members to use NA language)
- + Must have been through an Orientation/Guideline Review with a qualified member.

## **General Information**

- + Subcommittee members must be 21 years of age and completely off probation to be eligible to participate at the Juvenile Detention Center per the facility rules.
- + Subcommittee members who are below age 21 or remain on any form of probation can be utilized on panels at facilities other than Juvenile Detention.
- + H&I subcommittee members will not make any promises or comments on potential employment, issues inside of the facility, parole, probation, after-care, sponsorship, or medical and legal matters. Remember our Sixth & Tenth Traditions- these are all examples of outside enterprises and outside issues.
- + All subcommittee members must conform to these guidelines and the information presented at the H&I orientation.
- + All subcommittee members must also comply with the rules, regulations and policies of each individual facility we serve.
- + Panel Members cannot participate on a panel until it has been 60 days past their involvement with that facility.

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- + The H&I subcommittee chairperson has the authority to suspend involvement of any H&I subcommittee member(s) based on their inability to comply as specified above. This procedure is done by calling together the H&I subcommittee. The involved H&I subcommittee member will be invited to attend and participate in this meeting. The H&I subcommittee chair will present the reason or reasons for suspension. The involved H&I subcommittee member will be allowed to present their side of the situation. The final decision will be made by consensus of the H&I subcommittee. In the event a resolution cannot be reached at this level, the chair will seek guidance from the Arizona Regional H&I Subcommittee.
- + Subcommittee members are automatically disqualified from further involvement on this subcommittee in the event of a relapse. Subcommittee members will be re eligible when they have met the clean time requirements as outlined. Clean time refers to total abstinence from all mood and mind altering chemicals.
- + The H&I panel members are ultimately responsible to keep their H&I presentation commitment. If they are unable to attend a scheduled presentation they must immediately contact the facility coordinator and attempt to find an appropriate replacement from the current H&I subcommittee phone list.
- + All H&I presentations are conducted under the auspices of the YASC H&I subcommittee. There are no H&I presentations conducted without this involvement of the H&I subcommittee.
- + H&I subcommittee members who are involved with a facility on a professional or volunteer basis, in any capacity other than NA, should not participate on these panels or presentations to the addicts in that specific facility. This subcommittee's intent is to prevent potential conflicts of interest and/or negative consequences for the following:
  1. H&I Subcommittee
  2. H&I Panel members
  3. Inmates or clients of facility.
- + H&I subcommittee members also will not interfere with or attempt to influence any facility official on behalf of an inmate or client.
- + Clean Time requirements will vary within individual facilities and will be enforced by this subcommittee.
- + All H&I subcommittee members are responsible for their own conduct, actions, and behaviors in each facility. This includes the parking lot prior to entering the facility.
- + We strongly discourage excessive profanity, inappropriate or vulgar story telling, and war stories.
- + We may be someone's first and only contact with the fellowship of Narcotics Anonymous. Let us be a positive influence!
- + Every H&I subcommittee member will have a copy of these guidelines as well as the Orientation packet. It is your responsibility to understand and comply with this information.
- + Do not discuss outside issues, including any medical or clinical issues related to their treatment or incarceration.
- + WE CARRY A CLEAR MESSAGE OF RECOVERY FROM ADDICTION THROUGH WORKING THE STEPS, TRADITIONS, AND CONCEPTS OF NARCOTICS ANONYMOUS.
- + OUR PRIMARY PURPOSE OF THIS SUBCOMMITTEE IS TO CARRY THE MESSAGE OF NA TO THE ADDICT THAT STILL SUFFERS.