

**BIG RIVERS AREA
NARCOTICS ANONYMOUS**

**HOSPITALS & INSTITUTIONS
SUBCOMMITTEE**

GUIDELINES

Revised 06/2013

***BIG RIVERS AREA of NARCOTICS ANONYMOUS
HOSPITALS & INSTITUTIONS SUBCOMMITTEE GUIDELINES***

I. Definition and purpose

“The definition of an H & I Subcommittee is to carry the N.A. message of Recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H & I panels, except for those in long term facilities, are intended to simply introduce those attending to some of the basics of the N.A. program.”—WSO H & I Handbook.

The Hospitals and Institutions (H & I) Subcommittee of the Big Rivers Area Service Conference (BRASC) is a group of men and women from the fellowship of Narcotics Anonymous (N.A.) who believe in the concept, “To assure that no addict seeking recovery need ever die without having a chance to find a better way of life, from this day forward may we better provide the necessary service.”

This concept should always be our primary purpose. So that when an addict who is housed in a Correctional Institution, Hospital, or Recovery House reaches out for recovery, Narcotics Anonymous will be there.

This Subcommittee shall be directly responsible to the BRASC and ultimately to the members we serve.

This Subcommittee shall service Panels in the Big Rivers Area of La Crosse, WI.

II. Functions of the Big Rivers Area H & I Subcommittee

- A. To communicate information and to disburse literature to and from all institutional panels through their panel representatives.
- B. To conduct business meetings on the Day of BRASC.
- C. To provide an H & I service representative to the Area and Regional levels, and to all Subcommittees deemed necessary.
- D. To provide a regular orientation.

III. Membership

Membership shall be open to any member of N.A. willing to participate. It is suggested that Panel Members have three months clean time to attend, and six months clean time to share on a Panel. Clean time for the purpose of this Subcommittee shall be constituted as abstinence from all drugs. It is suggested that all Big Rivers Area H & I Subcommittee members have a working knowledge of the 12 Steps and 12 Traditions of N.A.

Any member of the Big Rivers Area 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 requirement herein set forth.

IV. Voting

- A. Eligible voters include: Panel Coordinators, Panel Leaders, and elected Officers.
- B. The Chairperson will vote only in case of a tie.
- C. Any member who has attended Big Rivers Area H & I orientation and at least one H & I Subcommittee meeting.
- D. Any elected Officer who has missed two consecutive Big Rivers Area H & I Subcommittee meetings will lose their vote until such time that he/she can conform to the requirements herein set forth.

V. Subcommittee Trusted Servant Position

A steering committee of Officers shall consist of a Chairperson, Co-Chairperson, and Secretary. All Officers are to be elected by majority vote of eligible voters. It is suggested that all servants of this Subcommittee shall serve a term of 13 months.

- A. **Chairperson:** Suggested two years clean time, plus a minimum of one year activity in H & I work. Responsibilities include:
 - 1. Prepare the Subcommittee meeting agenda. Brings before the general meeting of the Subcommittee matters they should act upon.
 - 2. Carries out the policies and orders for the Subcommittee.
 - 3. Fills vacant Panel Coordinator positions as needed until a suitable replacement can be approved by Subcommittee.
 - 4. Attends the BRASC and Regional H & I meetings.
 - 5. Insures the Traditions and Concepts are upheld in all matters.

- B. **Co-Chairperson:** Suggested one year clean time, plus a minimum of six months activity in H & I work. Responsibilities include:
1. Assumes the responsibilities of the Chairperson in the event of their absence.
 2. If the office of the Chairperson becomes vacant, serves as the Chair until a Chair is elected by the BRASC.
 3. Helps Chairperson keep proceedings orderly.
 4. Coordinates new Panels until the H & I Subcommittee elects a new Panel Coordinator for that facility.
 5. Orientation and welcoming new members.
 6. Maintains all Hospital, Institutions, and Recovery House guidelines, rules, and regulations.
 7. Coordinates all Ad-Hoc committees.
 8. Attends all Regional H & I committee meetings with Chairperson.
 9. May have other responsibilities determined by the Subcommittee.
- C. **Secretary:** Suggested requirement is nine months clean time plus a minimum of three months H & I work. Responsibilities include:
1. Takes an accurate set of minutes at each Subcommittee meeting, sends them to all officers within fourteen days prior to next BRASC, and makes them available at the beginning of the next Subcommittee meeting.
 2. Maintains an ongoing file of all correspondence and minutes.
 3. Keeps accurate records of all Subcommittee members including addresses, E-mails, and phone numbers (home and cell numbers).
 4. Maintains an updated volunteer speaker list.
- D. **Literature Coordinator:** Suggested clean time is one year. Responsibilities include:
1. Obtains literature from BRASC Literature Sales Person (LSP), packages and distributes said literature, as well as, any other items the Subcommittee uses in carrying the message at the scheduled Subcommittee meeting.
 2. Distributes literature to Panel Coordinator who in turn distributes it to Panel Leaders. This includes updated BRASC Meeting Directories.
- E. **Panel Coordinator:** Suggested requirements are one year clean time and at least six months activity in H & I work. Responsibilities include:
1. Attends general Subcommittee meeting. If unable, must make a report available to the Chairperson before the meeting. Failure to do so for two general Subcommittee meetings in succession may result in removal from their position as Panel Coordinator at the discretion of the Subcommittee after reviewing the circumstances.
 2. Instructs Panel Leaders in institutional requirements, regulations, and general rules covering the institution being served.
 3. Calls each Panel Member to remind them of their upcoming Panel and the Suggestion of attending the next general Subcommittee meeting.

4. Attends initial Panel with new Panel Leader in order to familiarize the new Panel Leader with the facility.
5. Provides Panel Leaders with suggested format.
6. Acts as liaison between H & I Subcommittee and the given facility.
7. Reports attendance and/or problems to the general Subcommittee at its scheduled meeting.
8. Provides an up-to-date contact list to the Secretary and to the institution (if Required or requested) they serve of the Panel Leaders and Panel Members.
9. On assigned month, coordinates five minute presentation for the scheduled general Subcommittee meeting.

F. **Panel Leader:** Suggested six months clean time and a minimum of three months service commitment at the group level. He or She shall be qualified and assigned by the Subcommittee and also be cleared by the institution whenever necessary.

Responsibilities include:

1. Make a commitment for six months, with the option to extend, if no one else is willing to take over the Panel.
2. Attends the general Subcommittee meetings. If unable, must notify Panel Coordinator. Failure to do so for two general meetings in succession may result in removal from their Panel at the discretion of the Panel Coordinator.
3. Is familiar with Subcommittee guidelines and institutional rules.
4. Accepts responsibility for the conduct of any speakers in advance regarding the regulations of the institution being served. Reviews Do's and Don'ts as published in the WSO H & I Handbook.
5. Presents the institution with N. A. literature and related information stamped with the necessary Hotline phone numbers. Including BRASC Meeting Directories.

G. **Panel Member:** Suggested 90 days clean time, He or She shall be qualified and assigned by the Subcommittee and also cleared by the institution whenever necessary. Responsibilities include:

1. Make a commitment for three months, with the option of becoming a Panel Leader if only there are any Panel Leader positions and there are no other members that are eligible for Panel Leader positions.
2. It is suggested to attend scheduled general Subcommittee meetings. If unable, please notify Panel Coordinator.
3. Is familiar with Subcommittee guidelines and institutional rules.
4. Accepts responsibility for the conduct of any speakers in advance regarding the regulations of the institution being served. Reviews the Do's and Don'ts as published in the WSO H & I Handbook.
5. Presents the institution with N. A. literature and related information with the necessary Hotline phone numbers. Including BRASC Meeting Directories.

- H. **Panel Speakers:** Suggested six months clean time in Narcotics Anonymous.
SEE GENERAL RULES OF CONDUCT.

VI. General Rules of Conduct

- A. In keeping with the Twelve Traditions of N.A., case histories/life stories, and/or N.A. principles, or N.A. general information are to be the only topic of the N.A. Panel.
- B. Use of vile or profane language is prohibited.
- C. Unless previously approved by the institution, nothing will be given to or taken from an inmate or patient including messages or telephone numbers.
- D. To avoid possible conflicts of interest, a Panel Leader or Member will not serve on a panel at an institution at which he or she is employed.
- E. No Panel Leader will interfere, use influence, or make promises in any institutions, courts, hospitals, nor with any inmates, patients, Judges, Doctors, Probation or Parole Officers. We carry the message of recovery through the practice of the spiritual principles; 12 Steps and 12 Traditions of N/A.
- F. Provocative dress or behavior is inappropriate on an N.A. Panel.
- G. Any member not conforming to the forgoing requirements or to any others which may be hereafter added, or refusing to abide by the rules and regulations of the institution being served shall be relieved of any Big Rivers Area H & I Subcommittee assignments previously held.

VII. General Information

- A. No Narcotics Anonymous Panel regularly conducted under the auspices of the Subcommittee shall be held in any institution, except under the direct supervision of a regularly delegated Panel Leader or Panel Coordinator. He or She must be acceptable to the authorities of the institution being served.
- B. Length of clean time required by the institution is to be rigidly upheld by all Panel Coordinators, Panel Leaders, and Panel Speakers.
- C. A member of Narcotics Anonymous on parole or probation will be allowed to participate in or attend an N.A. Panel in any institution being served by this Subcommittee with the express clearance by authorities of the institution when required.

These guidelines were written with the sole intention of assisting us in carrying the message to the confined addict who still suffers. We trust that these Guidelines will serve to give general direction and some clearly defined parameters within which to operate.
