

LAUREL MT. HIGHLANDS AREA OF NARCOTICS ANONYMOUS HOSPITALS & INSTITUTIONS SUBCOMMITTEE GUIDELINES

(Approved June 20, 2015)

I. DEFINITION:

The Laurel Mt. Highlands Area of Narcotics Anonymous Hospitals & Institutions subcommittee is made up of volunteer members from Narcotics Anonymous.

II. PURPOSE:

The H&I subcommittee exists to carry the NA message of recovery from the disease of addiction to residents of facilities who are restricted from full access to regular NA meetings. Except those in long term facilities H&I meetings are intended simply to introduce those attending to some of the basics of the NA program. All H&I functions will be held in accordance with the Twelve Traditions of Narcotics Anonymous, whenever possible.

III. FUNCTION & RESPONSIBILITIES:

To conduct three H&I Learning Days / Workshops annually for the purpose of obtaining & updating H&I volunteers. To provide current H&I volunteer list to all H&I Panel Coordinators and Panel Leaders for existing and prospective H&I meetings. To continue the lines of communication, after initial LMHANA Public Information contact, between this H&I subcommittee and any facility in the area for the purpose of new and existing H&I meetings. Maintain lines of communication between this H&I subcommittee and other H&I subcommittees on an Area, Regional, and World Level

IV. HOSPITALS & INSTITUTIONS:

These are defined as facilities which either incarcerate persons who may be addicts or have a goal of helping addicts to live clean as responsible and productive members of society . . . H&I does not assume responsibility for any meeting in a facility when that meeting is conducted by anyone other than this H&I subcommittee. Examples of facilities are: Drug Rehabilitation Centers, Detox Units, Prisons, Psychiatric Facilities, Therapeutic Communities, Adolescent Rehabs, Etc...

V. MEN WITH MEN & WOMEN WITH WOMEN:

L.M.H.A.N.A. H&I shall have only men chair, share or attend at men=s facilities, and only have women chair, share or attend women=s facilities.

VI. H&I MEMBERSHIP:

Any member of NA may become a member of this H&I subcommittee after fulfilling the suggested requirements as set forth in these H&I guidelines. Membership of this of this H&I subcommittee should be defined but not limited to: Chairperson, Vice Chairperson, Secretary, Panel Coordinators, Panel Leaders, Panel Members.

VII. H&I SUBCOMMITTEE MONTHLY SERVICE MEETING:

This H&I subcommittee will meet regularly on the third Saturday of each month prior to and at the same locations as the monthly L.M.H.A.N.A. service meeting and shall last no longer than one hour, unless voted by this H&I subcommittee to extend the meeting.

VIII. FUNDING:

This H&I subcommittee will maintain a budget in accordance with L.M.H.A.N.A. guidelines.

IX. AMENDING GUIDELINES:

These guidelines may be amended by the L.M.H.A.N.A. H&I subcommittee by 2/3 majority vote and are subject to approval by the L.M.H.A.N.A. Service Committee.

24. **Voting:**

Each H&I member has the equal right of input and vote in the H&I subcommittee, with the exception of the Chairperson, who carries a vote only in case of a tie.

XI. ELECTIONS OF TRUSTED SERVANTS:

Trusted Servants of the H&I subcommittee shall be elected each year in January to fill the following positions: H&I Vice Chair, Secretary, and Panel Coordinators. Regardless of when H&I Trusted Servants are elected all positions are open to nomination in January. The H&I Chairperson who is elected by L.M.H.A.N.A. in November with a transitional period in December and full responsibilities in January and is subject to L.M.H.A.N.A. guidelines. No H&I Trusted Servant shall be eligible to serve more than two terms consecutively in the same position.

XII. GENERAL QUALIFICATIONS AND DUTIES:

A. The general qualifications for any member of the L.M.H.A.N.A. H&I who wishes to participate in an H&I meeting or H&I Trusted Servants position shall have sufficient clean time to qualify under the requirements of this H&I subcommittee and the facility in which the H&I meetings are conducted.

B. All Trusted Servants shall attend the monthly H&I subcommittee meeting, two absences constitute an automatic resignation of H&I commitment. A Panel Coordinator may send a Panel Member from their H&I facility commitment to the H&I subcommittee in the Panel Coordinator's absence. This would not constitute an absence for the Panel Coordinator.

C. For the Panel Leaders two H&I meeting missed in succession at the facility being served shall result in removal from that commitment.

D. All members of L.M.H.A.N.A. H&I shall;

1. Have attended at least one H&I workshop a year,
2. Have a Narcotics Anonymous Home Group, attend NA meetings regularly & have a sponsor.
3. Carry a Clear NA message of recovery as follows;

IT HAS BECOME CLEAR THAT OUR COMMON IDENTIFICATION, OUR UNITY, AND OUR FULL SURRENDER AS

ADDICTS DEPEND ON A CLEAR UNDERSTANDING OF OUR MOST BASIC FUNDAMENTALS:

We are powerless over a disease that gets progressively worse when we use any drug. It does not matter what drug was at the center for us when we got here. Any drug we use will release our disease all over again. We recover from this disease by applying the Twelve Steps of NA. Our steps are uniquely worded to carry this message clearly, so the rest of our language of recovery must be consistent with our steps. Ironically, we cannot mix these fundamental principles with those of any other 12 step fellowships without crippling our own message.

When our members identify as "addicts and alcoholics" or talk about "sobriety" and living "clean and sober" the clarity of the NA message is blurred. The implication in this language is that there are two diseases; that one drug is separate from the rest, so that a separate set of terms is needed when discussing it. At first glance this seems minor, but our experience clearly shows that the full impact of the NA message is crippled by this subtle semantic confusion. (Re: World Service Board of Trustees Bulletin #13)

XIII. REMOVAL OF TRUSTED SERVANTS:

A. Any H&I subcommittee Trusted Servant may be removed from office by a 2/3 majority vote of this H&I subcommittee except for the Chairperson.

B. A relapse constitutes Automatic removal L.M.H.A.N.A. H&I.

C. Any L.M.H.A.N.A. H&I member that has been deemed to be involved in any inappropriate behavior, at any L.M.H.A.N.A. H&I commitment, that results in termination of that commitment for any length from said facility constitutes **AUTOMATIC** and **IMMEDIATE** removal from L.M.H.A.N.A. H&I sub-committee.

XIV CHAIRPERSON OF THE H&I SUBCOMMITTEE:

Elected by majority vote from the LMHANA Service Committee for a one year term, in accordance with and accountable to LMHANA policy and guidelines and is directly responsible to those they serve, the N.A. groups of L.M.H.A.N.A.

A. QUALIFICATIONS:

1. Suggested minimum of one year of continuous abstinence.
2. Six months of previous involvement in H&I
3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
4. A working knowledge of the L.M.H.A.N.A. H&I Guidelines and N.A. World Service H&I Handbook.
5. The ability to organize, coordinate and serve this H&I subcommittee.
6. Willingness and desire to give the time & resources necessary to conduct the business of this H&I subcommittee.
7. Have an NA home group and an NA sponsor.

B. DUTIES:

1. Coordinates all LMHANA H&I subcommittee business and generates enthusiasm for H&I.
2. Works closely with the H&I Vice Chairperson, Secretary & Panel Coordinators.
3. Prepare the monthly subcommittee agenda bringing before the subcommittee matters they should act on.
4. Makes regular monthly reports in accordance with L.M.H.A.N.A. guidelines to L.M.H.A.N.A. on the status of each L.M.H.A.N.A. H&I commitments, Regional H&I service meetings and other responsibilities of this H&I subcommittee.
5. To rigorously maintain H&I subcommittee archives that are to be given to the next H&I chairperson.
6. To establish and maintain contact between this H&I subcommittee and other H&I subcommittees on an Area, Regional & World level.
7. To attend all Regional H&I subcommittees or send the H&I Vice Chair in his place.
8. Handles all public relations involving policy matters that pertain to L.M.H.A.N.A. H&I. This will be done only after LMHANA Public Information subcommittee makes initial contact.
9. Is responsible for all correspondence with participating facilities and within NA pertaining to H&I.
10. Keeps an updated list from H&I workshops of all NA members willing to be Panel Members.
11. Assures that the H&I volunteers list are utilized by H&I Vice Chair & Panel Coordinators for the purpose of a functioning H&I Panel System. Also, makes an H&I volunteer list available to all L.M.H.A.N.A. H&I subcommittee members.
12. Attends at least one Public Information workshop a year.

XV. VICE CHAIRPERSON:

Elected by a majority of this H&I subcommittee for a one year term.

A. QUALIFICATIONS:

1. Suggested minimum of nine months of continuous abstinence.
2. Six months of previous involvement in H&I
3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
4. A working knowledge of the L.M.H.A.N.A. H&I Guidelines and N.A. World Service H&I Handbook.
5. Willingness and desire to give the time & resources necessary to serve this H&I subcommittee.
6. Have an NA home group and an NA sponsor.

B. DUTIES:

1. To work closely with the H&I Chairperson and assist the H&I subcommittee in anyway possible.
2. In the absence of the H&I Chair, will chair the H&I subcommittee meetings.
3. In the event of the inability of the H&I Chair to perform or upon the resignation of the H&I Chair will receive an automatic nomination for H&I Chair in accordance with the LMHANA Guidelines.
4. Coordinates and works with all H&I Panel Coordinators to assure that H&I volunteers from H&I workshop list are placed as Panel Members or rotating Panel Members.
5. Keeps an updated list from H&I workshops of all NA members willing to be Panel Members.

6. To assist the H&I Chair to obtain literature for H&I Panel Coordinators or H&I meetings.
7. Suggested attendance at the Regional H&I service meeting.

XVI. SECRETARY:

Elected by a majority of this H&I subcommittee for a one year term.

A. QUALIFICATIONS:

1. Suggested minimum of six months of continuous abstinence.
2. Three months of previous involvement in H&I
3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
4. A working knowledge of the L.M.H.A.N.A. H&I Guidelines.
5. Willingness and desire to give the time & resources necessary to serve this H&I subcommittee.
6. Have an NA home group and an NA sponsor.

B. DUTIES:

1. To keep a complete record in the form of minutes of every regular and special H&I subcommittee meeting.
2. To maintain minutes and give them to the H&I Chair no later than two weeks following each monthly H&I subcommittee meeting.
3. To keep an accurate archive of minutes and make them available to any NA member upon request.
4. To keep a continuing roster of monthly attendance at the LMHANA H&I sub committee to determine voting membership.
5. Maintain all necessary stationary and supplies needed.
6. Keeps a record of all H&I subcommittee members= names, phone numbers & addresses.
7. Keep an accurate year to date attendance sheet on all members required to attend H&I subcommittee.

XVII. PANEL COORDINATOR:

Elected by a majority of this H&I subcommittee for a one year term.

A. QUALIFICATIONS:

1. Suggested minimum of one year of continuous abstinence.
2. Six months of previous involvement in H&I
3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
4. A working knowledge of the L.M.H.A.N.A. H&I Guidelines and N.A. World Service H&I Handbook.
5. Willingness and desire to give the time & resources necessary to serve this H&I subcommittee.
6. Have an NA home group and an NA sponsor.

B. DUTIES:

1. Keep in close contact with the H&I Chair, Vice Chair and Panel Leaders of the facility for which they are the Panel Coordinator.
2. Instruct the Panel Leaders on the facility=s requirements, regulations, and general rules covering the H&I meeting.
3. Shall make sure that weekly H&I meetings go on as scheduled and that all weekly panels are filled at the facility for which they are the Panel Coordinator, utilizing the current H&I volunteer list.

4. Maintain regular contact with weekly Panel Leaders.
5. Acts as the liaison between the LMHANA H&I subcommittee and the facility for which they are the Panel Coordinator.
6. Maintain literature supply at the facility for which they are the Panel Coordinator.
7. Appoints Weekly H&I Panel Leaders pending the approval by the LMHANA H&I subcommittee.
8. Should make an effort to suggest a replacement for their position near the end of their commitment.
9. In the event a weekly H&I cannot be conducted the Panel Coordinator Shall inform the facility in advance the H&I meeting is canceled for that day or night.

XVIII. PANEL LEADER:

Appointed by Panel Coordinator pending approval by LMHANA H&I subcommittee.

A. QUALIFICATIONS:

1. Suggested minimum of six months of continuous abstinence.
2. Previous involvement in H&I as a Panel Member.
3. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
4. A working knowledge of the L.M.H.A.N.A. H&I Guidelines and N.A. World Service H&I Handbook.
5. Willingness and desire to give the time & resources necessary to serve this H&I subcommittee.
6. Have an NA home group and an NA sponsor.

B. DUTIES:

1. Shall chair for a one year term an H&I meeting in the facility being served in accordance with this H&I subcommittees standard procedure.
2. Shall be familiar with and understand the LMHANA H&I Guidelines and the facility rules.
3. Shall inform their Panel Coordinator well in advance when he / she are unable to conduct a regularly scheduled H&I meeting.

Panel Leader Continued:

4. In cooperation with the Panel Coordinator and utilizing the H&I volunteer list, schedule Panel Members for his / her H&I meeting.
5. Shall inform all Panel Members of H&I Do' s & Don' ts and the facility rules.
6. Shall inform Panel Members of the meeting format and procedures.
7. Should give advanced notice of resignation to their Panel Coordinator.
8. Shall inform their Panel Coordinator of literature supplies needed.
9. May be removed from their commitment for absence without notice and/or not making adequate arrangements for a replacement to conduct the H&I meeting.

XIX. PANEL MEMBER:

Selected by the Panel Leader from the H&I volunteer list or a NA H&I member a large in cooperation with the H&I Panel Coordinator and H&I Vice Chair.

A. QUALIFICATIONS:

1. Minimum of 6 months continuous abstinence. (NO EXCEPTIONS)
2. Willingness and the desire to carry a clear NA message of recovery.
3. Willingness and desire to share their experience, strength, and hope the NA way.
4. Have an NA home group and an NA sponsor.

B. DUTIES:

1. Shall take an active roll in the H&I meeting they are attending, as a speaker, a panel member sharing their experience, strength, and hope or in any other acceptable way that is helping the Panel Leader conduct a NA H&I meeting.
2. Shall adhere to the rules of the facility wherein he or she is, in fact a guest.
3. Shall always keep in mind that he / she may be seen as a representative of NA and should conduct themselves properly.

XX. CO-PANEL LEADER(CO-CHAIR)

Selected by the Panel Leader from the H&I volunteer list or a NA H&I member a large in cooperation with the H&I Panel Coordinator and H&I Vice Chair.

A. Qualifications:

1. Minimum of 90 days continuous abstinence. (NO EXCEPTIONS)
2. Willingness and the desire to observe and learn how H&I operates.
3. Willingness and the desire to begin to understand what H&I is and why it is needed.
4. Have an NA home group and an NA sponsor.

B. Duties:

1. Shall accompany the Panel Leader to designated H&I meeting and assist with setting up literature.
2. Shall adhere to the rules of the facility wherein he or she is, in fact a guest.
3. Shall always keep in mind that he / she may be seen as a representative of NA and should conduct themselves properly.
4. Shall always keep in mind that as a Co-Panel Leader(Co-Chair), his/her role is to just observe and learn proper H&I conduct and procedure in accordance with the do's and don't's of H&I service.

XXI. PANEL SYSTEM:

The Panel System@ refers to the general approach to structuring L.M.H.A.N.A. H&I efforts which uses a Panel and Panel Formats,@ as set forth in the NA World Service H&I Handbook.

A. THE PANEL:

1. The Weekly H&I Panel Leader selects a panel from the H&I volunteer list with the cooperation of the Panel Coordinator and/or H&I Vice Chair.
2. The weekly H&I Panel is made up of a Panel Leader, and at least one but no more than three other Panel Members, a maximum total of no more than four H&I members per weekly H&I meeting.

XXII. PANEL FORMATS:

The Panel Formats@ refer to the specific ways in which LMHANA H&I subcommittee structures and conducts its H&I meetings as listed below.

A. SPEAKER PRESENTATIONS:

1. **SPEAKER PANEL:** One or more NA members share their experience, strength and hope, in short, a Lead.
2. **SPEAKER TOPIC:** Each Panel Member shares on a selected topic, IP, or separate topics, and then there will be time for questions.

B. DISCUSSION PRESENTATIONS:

1. **TOPIC DISCUSSION:** In an H&I Topic Discussion meeting, the Panel Leader introduces the topic and shares first (to set a recovery oriented tone)
2. **LITERATURE DISCUSSION:** Narcotics Anonymous literature is introduced by the Panel Leader. He/she reads first to start, then passes the literature around the room for everyone to read a paragraph until the reading is over, then alternates the discussion between residents and Panel Members.

XXIII. NA LITERATURE:

LMHANA H&I shall provide it=s own NA literature for all of its weekly H&I meetings, not the facility a large. If a facility wants NA literature for their daily use or on display, they shall be given an order form and instructions on how to purchase their own NA literature from either our Regional or World office.

A. APPROVED H&I NA LITERATURE:

1. Basic Text, White Book, NA Meeting List, Behind The Walls, Reaching Out, NA Group Readings.
2. Informational Pamphlets / IP=s as follows:

6 - Recovery & Relapse

11 - Sponsorship

17 For Those In Treatment (ADDED)

7 - Am I an Addict?

13 - **By Young Addicts For Young Addicts (CHANGED)**

22 - Welcome To NA

8 - Just For Today

16 - For The Newcomer

23 - Staying Clean on the Outside

9 - Living The Program (ADDED)

XXIV. IN THE EVENT:

