

## Susquehanna Area H&I Guidelines

1. The most current WSO Hospitals and Institutions Guidelines Handbook and the public relations handbook should be used as a reference for adopting policies/guidelines for the Susquehanna Area.
2. This set of policies/guidelines will be reviewed on an annual basis.
3. The monthly Susquehanna Area H&I Subcommittee meeting will use the agenda described in the WSO handbook.
4. We respect the 12 steps and 12 Traditions of Narcotics Anonymous while in attendance at H&I facilities.
5. The Susquehanna Area Subcommittee will adopt the panel system as outlined in the WSO handbook.
6. Susquehanna Area Subcommittee of H&I will carry a monthly budget of \$150. \$125 will be dispersed for literature and \$25 will be allotted for correspondence.
7. Anyone interested in starting a new H&I meeting should bring the following information to the H&I Subcommittee Chairperson or Vice Chairperson PRIOR to the approval vote at the next monthly meeting:
  - a. The complete name and mailing address at the facility.
  - b. The name of the contact person, person's title, and telephone number at the facility.
  - c. Any information regarding the meeting, date and time requested.
8. Panel leaders must be established prior to the start of a new H&I meeting. The subcommittee requires that all existing facility needs MUST be met before approval for a new meeting will be given.
9. Susquehanna Area H&I meetings WILL NOT be coordinated in outpatient facilities OR methadone clinics.
10. There are to be NO more than three H&I meetings held per week at any facility.
11. If a facility has more than three openings (panel leaders) for a six-month period, the subcommittee needs to address the possibility of restructuring to bi-monthly or closing the meeting.
12. A thirty-day advance notice with explanation is to be given to a facility prior to closing an existing meeting.
13. Once a meeting format has been established at the H&I facility, this same format must be used consistently. The facility may request a change upon subcommittee's prior approval.
14. Each institution will be represented at Susquehanna Area H&I meetings by a panel coordinator and a panel leader.
15. Panel coordinators and panel leaders must be gender specific according to the nature of the facility. MALES for male facilities, FEMALES for female facilities.
16. Employees of a specific facility may NOT be a panel leader, panel coordinator, or speaker for the facility in which they work.
17. No panel leader/panel member may ask a resident at a facility to chair an outside NA meeting.
18. It is a conflict of interest if panel members/leaders represent another fellowship at any H&I facility.

19. New panel leaders are responsible for obtaining their literature from their panel coordinator. Panel coordinators are responsible for obtaining their literature from the literature coordinator. A suggested kit will contain:
  - a (5) White books
  - b (5) Regional meeting lists
  - c (15) Area meeting schedules
  - d (10) IP Recovery and Relapse
  - e (10) IP Am I an Addict?
  - f (10) IP For the Newcomer
  - g (10) IP The Triangle of Self Obsession
  - h (10) IP Sponsorship
  - i (10) IP Youth and Recovery
  - J (10) IP Just for Today
  - k For Jails: (10) Behind the Walls
  - l For Rehabs: (10) IP For those in Treatment
20. Only NA APPROVED literature is permitted or endorsed at any H&I commitment.
21. Each new panel leader and panel coordinator must obtain a copy of the WSO H&I handbook, Susquehanna Area H&I guidelines, the do's and don'ts and Facility format.
22. Following the conclusion of the term of the member, literature should be returned to the H&I subcommittee.
23. New members wishing to join H&I panels MUST attend the monthly H&I subcommittee meeting to get approval for a desired position. Panel leaders must be approved before taking a meeting into a facility.
24. All members shall have only ONE vote for issues or policy before the SA H&I. In order to be a voting member of the subcommittee, you need to hold an elected position within the subcommittee. Elected positions include panel leaders, panel coordinators, literature coordinator, secretary, vice-chair, and chair. Panel members (speakers) are not voting members, as they are not elected. The policy states: You need to be at TWO CONSECUTIVE meetings, and at the third meeting elected members may have a vote. If a meeting is missed in the process, you must start over making two in a row. Once voting status is obtained, members may vote as long as they hold a trusted service position with H&I.
25. For purposes of anonymity, when any discussion or vote is taking place about a particular member, that member will be asked to leave the room. If an H&I member should relapse they must attend 2 H&I meetings and requalify on the 3rd meeting to vote.
26. Subcommittee members whose term has ended and wish to be re-elected must show up the month before their commitment ends to re-qualify themselves. Officers may succeed themselves by re-election only one time. If you do not show up to re-qualify, the position is open.
27. It is the panel coordinators responsibility to remind panel leaders when their term is about to expire.
28. The H&I Subcommittee may offer Basic Texts upon the request of any facility.
29. H&I members are required to follow the "Do's and Don'ts" provided by the Susquehanna Area.

30. H&I Subcommittee requirements and suggested clean time are as follows. The responsibilities of the subcommittee officers are shown below, but the list is only a summary. Officers most likely do a lot more than the list suggests. The success of subcommittees depends upon the dedication and leadership of good officers.

#### CHAIRPERSON

1. Minimum clean time is TWO years.
2. Must be involved with H&I for one year.
3. To serve a term of one year.
4. Keep order in the meeting
5. Keep discussions on topic.
6. Prepares and follows agenda for each subcommittee meeting.
7. Ensures the traditions/concepts are upheld in all matters.
8. Maintains link of communication between H&I and Area service committee, including a written monthly report.
9. Attends regional H&I subcommittee meeting and brings a report back to area service.
10. Work with panel coordinators and drafts all correspondence between facilities and H&I.
11. Maintains meeting referral information about NA so panel leaders can refer those leaving facilities to meetings and help line numbers.
12. Should be cleared for all facilities whenever possible.
13. Should fulfill responsibility of any member when needed.
14. May have other responsibilities, depending on local H&I subcommittee.
15. Chair ONLY has a vote in the advent of a tie.

#### VICE-CHAIR

1. Minimum clean time requirement is ONE year.
2. Must be involved with subcommittee for six months.
3. To serve a term of one year.
4. Helps chair keep proceedings orderly.
5. Acts as chairperson in the event of chairperson's absence.
6. If the position of Chair becomes vacant, will serve as chair until confirmed by ASC or until new chair is elected.
7. Should be cleared for all facilities when possible.
8. Should fulfill any responsibilities of subcommittee members whenever needed.
9. Other responsibilities vary based on local H&I subcommittee.

#### SECRETARY

1. Minimum of six months clean time.
2. Must be involved with subcommittee for six months.
3. To serve a term of one year.
4. Takes accurate minutes at each monthly and special meeting.  
Distributes them to members via mail, e-mail, or at monthly sub-

- committee meetings.
5. Keeps an updated volunteer list of members who would like to go into facilities as a speaker.
  6. Will keep a roster of monthly attendance.
  7. Keeps a file of all correspondence.
  8. Sends notices or makes phone calls for special meetings.
  9. Keeps a complete list of H&I subcommittee members addresses, phone numbers, clean dates, and commitment dates.
  10. Type and prepare materials necessary for H&I members.
  11. Maintain all necessary stationary supplies and prepares correspondence.

#### LITERATURE COORDINATOR

1. Minimum clean time is ONE year.
4. H&I subcommittee involvement is six months.
3. To serve a term of one year.
4. Fills literature orders from panel coordinators.
5. Provide written and verbal report of amount of literature being used and cost of restocking literature.
6. Keep an ongoing record of literature dispersed to panel coordinators and panel leaders.
7. Shall obtain necessary literature to restock from the ASC.
8. Keep a record of all returned literature.
9. Makes sure all H&I Literature has an H&I stamp on the cover

#### PANEL COORDINATOR

1. Minimum clean time ONE year.
2. H&I subcommittee involvement of one year.
3. To serve a term of one year.
4. To see that all meetings at respective facilities are conducted in accordance with H&I policies and rules of the facility.
5. To submit a written and verbal monthly report consisting of facility name, panel leader attendance, panel leader name, and document any problems that may have occurred.
6. If TWO subcommittee meetings are missed consecutively without a reasonable excuse, panel coordinator will be asked to resign. If this occurs, H&I is to contact the panel coordinator IMMEDIATELY.
7. Will call panel leader at least one day in advance of commitment, to make sure the meeting will go on. If no communication is made between the Coordinator and Leader, the Coordinator is responsible for taking the meeting in
8. Will fill in for panel leaders when needed.
9. Will meet with administrators of facilities in the interest of harmony.
10. Will inform panel leaders of rules of facility and in any rule or guideline changes that may occur.
11. Will help new panel leaders with acknowledging their duties.

### PANEL LEADER

1. Minimum clean time SIX MONTHS.
2. To serve a term of one year.
3. Will conduct H&I meetings in the facility being served according to acceptable procedures.
4. Is responsible of informing panel coordinator one week prior to commitment date if unable to make commitment.
5. If a panel leader misses their commitment at a facility without communicating to the assigned coordinator, they will be IMMEDIATELY relieved of their duties as the panel leader of that facility. IF that panel leader wishes to recommit to that facility they must come to Area Service H&I sub-committee meeting to re-qualify themselves.
6. Will inform panel members of facility rules and all guidelines that apply through H&I.
7. Responsible for panel members in meetings.
8. May resign by giving notice to H&I subcommittee or panel coordinator.
9. May be asked to resign from a commitment due to absence, inadequate notice, or failure to make arrangements for replacement.
10. Will follow the format given with starter kit.
11. Will return literature at the end of commitment.
12. Will receive starter kit along with H&I "Do's and Don'ts."

### PANEL MEMBER

1. Minimum SIX months clean time, and willingness to share clear NA message.
- L** Will serve for one meeting at a time.
- .1\_ Will adhere to the rules and guidelines of said facility and H&I subcommittee.
- ±,\_ Will keep in mind they are representing Narcotics Anonymous. Will follow "Do's and Don'ts."

Revised 04-9-8