

UCANA H & I Subcommittee Guidelines

Definition and Purpose

The H & I subcommittee of UCANA is a group of men and women from the fellowship of Narcotics Anonymous who believe in the concept *"To assure that no addict seeking recovery need die without having had a chance to find a better way of life. From this day forward may we provide the necessary services."*

This concept should always be our primary concern, so that when an addict who is housed in a correctional institution, hospital, or recovery house reaches out for recover, Narcotics Anonymous will be there.

This subcommittee shall be autonomous, but as a subcommittee of UCANA, we shall maintain active liaison and the spirit of cooperation with that committee.

Functions of the H & I Subcommittee

The Area H & I subcommittee plays a central role in the overall H & I picture. It coordinates all local Narcotics Anonymous hospital and institution activities. An NA group can sponsor a meeting in a particular facility and coordinate those efforts through the Area subcommittee or the Area subcommittee can sponsor H & I meeting.

The first step back from the front lines, the central hub of H & I planning and organization, is the subcommittee.

The Area H & I subcommittee is a sub-committee of the Area Service Committee (ASC). It meets monthly, independently of the ASC, and its chair reports monthly to the ASC. It is composed of a chairperson, vice-chairperson, a secretary, and any GSRs or other members who wish to be involved. Here is what the subcommittee does:

1. Provides a monthly forum to pool experiences—"I can't, we can!"
2. Serves as a communication link between local H & I meeting and H & I committees at the Regional and World levels.
3. Serves as a distribution point for literature to the facilities and their clients.
4. Coodrinates all H & I financial matters and reports these in full to the ASC.
5. Conducts workshops and orientation on relevant topics.

Subcommittee Meeting Agenda

1. Moment of silence for the still suffering addict.
2. Serenity Prayer
3. Reading of Traditions
4. Service Prayer
5. Collect money, take attendance
6. Elect officers (if appropriate)
7. Read and approve the minutes of the previous meeting

8. H & I representatives' reports
9. Old business
10. New business
11. Schedule the next subcommittee meeting
12. Close the meeting with prayer of chairperson's choice

Subcommittee Officers' Responsibilities

The responsibilities of the subcommittees officers are as listed, but the list is only a summary. Officers will often take on extra responsibilities as needed. The success or failure of the subcommittee depends upon the dedication and leadership of good officers.

1. Chairperson
 - A. Clean time requirement is three years.
 - B. Keeps discussion brief and on topic.
 - C. Keeps order in the meeting.
 - D. Brings a prepared agenda to each subcommittee meeting.
 - E. Ensures the Traditions are upheld.
 - F. Maintains a link of communication between the H & I subcommittee and the ASC, including giving a monthly report to the ASC.
 - G. Orders all H & I literature.
2. Vice-Chairperson
 - A. Clean time requirement is one year.
 - B. Helps the chairperson keep proceedings orderly.
 - C. Acts as chairperson in case of chairperson's absence.
 - D. Keeps an updated volunteer list of all people willing to serve.
 - E. Maintains information on all hospitals and institutions being served, and keeps a list of all contact persons at those facilities.
3. Secretary
 - A. Clean time requirement is six months.
 - B. Takes an accurate set of minutes at each monthly meeting and distributes copies to committee members prior to next meeting.
 - C. Keeps an updated list of subcommittee members (including addresses and telephone numbers).
 - D. Maintains an on-going file of all correspondence and minutes.
 - E. Maintains an H & I subcommittee file for the ASC archives.

Responsibilities of Trusted Servants

This subcommittee has chosen a system of rotating trusted servants, call the "Panel System." The word "Panel" here is not to be confused with the meeting format—the Panel discussion. Here is a list of the trusted servants involved, the responsibilities and terms of each:

1. Panel Chairperson:
 - A. Clean time requirement - meet requirement of institution.

- B. Term: one year.
 - C. Primary liaison between the institution and NA.
 - D. Attends institution meeting.
 - E. Selects Panel leaders.
 - F. Responsible for literature inventory of institution meeting.
 - G. Sees that the institution meeting is alive and well at all times.
 - H. Attends monthly H & I subcommittee meeting.
2. Panel Leader:
 - A. Clean time requirement - meet requirement of institution.
 - B. Leads or chairs meeting each week.
 - C. Starts and ends meeting on time.
 - D. Conducts meeting according to the chosen format.
 3. Panel Members:
 - A. Clean time requirement - meet requirement of institution.
 - B. Come in from outside to carry the message.
 - C. Should have a positive, hopeful attitude about recovery and a willingness to serve.
 - D. They can be chosen each week, either by panel leader or panel chairperson.

General Information:

1. Any Member of the H & I subcommittee is automatically disqualified from further H & I activity upon relapse, but may again become eligible when he or she can confirm to the requirements set forth. Being clean, for the purposes of this H & I subcommittee, shall be construed as freedom from the use of any narcotic drugs, including alcohol and any other mind-altering drugs.
2. Any member not conforming to the foregoing requirements, or to any others hereafter added, or who refuse to abide by the rules and regulations of the institution being served shall automatically be relieved of any H & I subcommittee assignments previously granted.
3. No Narcotics Anonymous meeting regularly conducted under the auspices of this subcommittee shall be held in any institution, except under the direct supervision of a regularly delegated Panel Leader or Panel Chairperson specifically appointed by this subcommittee. He or she must also be acceptable to the authorities of the institution being served.
4. No Panel Chairperson will involved himself or herself with any other activity at any institution that this subcommittee serves, which could result in damage to, or any possible conflict with:
 - The inmate or patient on the inside.
 - The working ability and the privilege of this subcommittee to carry the message inside the institution. For these same reasons, no Panel Leader will interfere with or use influence in any institutions, courts, hospitals, nor with any Judge, Doctor,

Probation or Parole officer. Nor will he or she make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of Narcotics Anonymous-Recovery through Spiritual Help.

5. Length of clean time required by each institution is to be rigidly upheld by all Panel Chairpersons, Panel Leaders, and speakers.
6. Narcotics Anonymous case histories-life stories, and/or NA principles or NA general information are to be the topics of any Narcotics Anonymous meeting conducted within all institutions served by this committee. All speakers and Panel Leaders must strictly comply with this regulation, confining their talks solely to Narcotics Anonymous.
7. Excessive use of vile, profane, or filthy stories is strictly prohibited by this subcommittee. All speakers and Panel Leaders must strictly comply with this regulation. Nothing will be given to, or taken from, an inmate or a patient, including messages.
8. A member of Narcotics Anonymous on parole will be allowed to participate in or attend an NA meeting in any institution being served by this subcommittee with the express clearance by the authorities when requested.
9. Panel Leaders shall be responsible for the conduct of any speakers taken into any institutions, and they shall instruct said speakers in advance regarding the regulations of the institution being served.
10. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate institution, shall be furnished by this subcommittee to each Panel Leader so that he or she will be in full knowledge of his or her responsibilities in connection with their individual assignments.
11. Failure to comply with the foregoing regulations shall be sufficient grounds for review of the suitability of a Panel Leader.
12. It is further suggested that to assist the purpose of Narcotics Anonymous in carrying the message, that Panel Leaders present the staff of any institution with NA literature and related information, stamped with the NA hot-line telephone number.
13. It is suggested that all H & I members have a working knowledge of the Steps.
14. A. Any subcommittee member having (2) two unexcused absences in one year is subject to review by the subcommittee for dismissal.
B. Any Panel Chairperson who is unable to attend his or her meeting is responsible for finding a replacement from the H & I subcommittee list. (Many institutions prefer subcommittee members if the regular Panel Chairperson can not attend.)

Finally, since the purpose of the H & I subcommittee and its individual Panels is to share the experience, strength, and hope of Narcotics Anonymous message, it is hoped that the

Panel Chairpersons and Leaders try to get the inmates, patients, and residents of any facility visited involved with the NA meeting through reading, sharing, etc.

For anything not covered in these guidelines, please refer to current World Service Office Hospitals and Institution Guidelines. These guidelines are suggested only, we leave the final decision to a higher authority, who is a loving God, as we understand him.