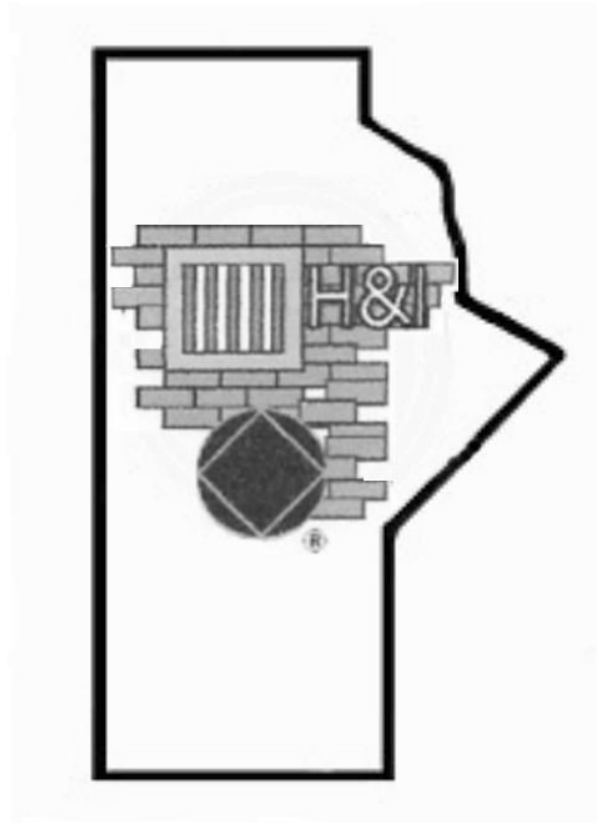


# **MANITOBA AREA SERVICES COMMITTEE**



## **HOSPITALS AND INSTITUTIONS SUBCOMMITTEE**

### **POLICIES AND GUIDELINES**

REVISED March 2013

## ORIENTATION STATEMENT

Welcome to the monthly business meeting or the Manitoba Area Hospitals & Institutions Subcommittee meeting.

For those of you who are here at your first meeting because you want to get involved in H&I work, please understand that this is a business meeting, not an H&I presentation.

Please sit back and relax, At this meeting you will have an opportunity to hear and meet members of this committee who are currently the panel leaders and panel members for the ongoing H&I commitments in the Manitoba area. Later, in the meeting, you will have an opportunity to ask any questions you might have about the various commitments and sign up to become a panel member for any of the locations currently being served by this committee.

H&I work truly is a gratifying way to grow in recovery. This business meeting, although not as instantly gratifying as participation in an H&I panel in a jail or a detox, is an essential part of H&I work. It is important that Narcotics Anonymous is a “WE” program and it is through regular attendance at these business meetings, that we stay in contact-asking for and giving help to other H&I members ensuring that the message of recovery is being carried to the jails and institutions is truly that of Narcotics Anonymous as a whole and not of any single individual.

Copies of the Manitoba area H&I policies and guidelines will give you a clearer of the structure of the processes of this subcommittee can be obtained from the secretary at the end of the meeting. Please sign the attendance sheet and note that you will automatically become a voting member of this subcommittee after you have attended three (3) of these business meetings.

If, during this meeting you have any questions, please raise your hand and wait to be recognized by the chairperson before speaking. This will greatly assist in the smooth running of this meeting.

Thank you

## **INTRODUCTION**

The ultimate goal of H&I work is to get the message of recovery to any addict whose attendance at regular NA meetings is restricted. A strong and stable Hospitals and Institutions subcommittee, with the support and willingness from the local Narcotics Anonymous community is crucial if we are to do this.

H&I committees are subcommittees of the area or regional service committee, and as such, are directly accountable to that committee in all matters. Subcommittees are not autonomous; they are established by areas and regions to serve a specific need. Budgets, new guidelines, and reports of the subcommittee should be submitted for approval to the appropriate service committee.

The Manitoba Area H&I subcommittee uses the “panel system”. This system refers to the general approach to structuring our H&I effort which uses panel presentations. The committee oversees the different H&I commitments to assure that communications between facilities and the H&I subcommittee are going well. Each H&I presentation has a leader/panel chair, who makes all the necessary arrangements to put on the meeting itself. Panel members are those who attend the presentation to share their message of recovery. A variety of formats may be used within the panel system.

As is always the case in committee work, it is important to work as a team. The experience of many members of the Fellowship shows the unity of purpose and the subcommittee members’ ability to work together will be vital to the success of our service efforts.

These policies and guidelines are intended to be used in conjunction with and not to supercede the H&I as approved by the World Services Office.

## **PURPOSE OF THE MANITOBA AREA H&I SUBCOMMITTEE**

The Manitoba Area H&I subcommittee plays a central role in the overall H&I services effort. It initiates, coordinates, and conducts all local NA H&I panels and activities. This subcommittee is the hub of H&I planning and organization.

The Manitoba Area H&I committee is a subcommittee of the Manitoba Area Service Committee (MASC). It meets one a month and its chair reports and is accountable to MASC and is accountable for all matters pertaining to the subcommittees operations. The subcommittee is composed of an H&I Chairperson, an H&I Alternate (or Vice) Chairperson, H&I Secretary, facility coordinators, as well as any other members of the Fellowship who wish to be involved. The subcommittee is responsible for the following:

1. Provides a monthly forum to pool experience. "I can't, we can."
2. Prepares H&I policies and guidelines for the H&I subcommittees and MASC's approval.
3. Serves as a communications link between local H&I subcommittee and subcommittees at regional and world level.
4. Selects members who will conduct the H&I panel presentations.
5. In cooperation with the Public Information subcommittee, makes all initial contact with the facilities.
6. Conducts learning days, workshops, and orientations on relevant topics.
7. Is responsible for all H&I orientated services in the area.

**TYPICAL AGENDA FOR A MASC H&I COMMITTEE MEETING**

**H&I COMMITTEE MEETING AGENDA**

- 1 Serenity Prayer
- 2 Reading 12 Traditions and 12 Concepts
- 3 Reading of past months minutes
- 4 Chair report
- 5 Vice chair report
- 6 Unit coordinators reports
- 7 Old business
- 8 New business
- 9 Beefs and Bouquets
- 10 Set next meeting date
- 11 Closing prayer

**ON MONTHS WITH ORIENTATION  
EITHER AUDIO TAPE OR MOCK PANEL  
WILL ENTER AT APPROXIMATELY ITEM  
6.5**

## **GENERAL INFORMATION**

- A. Any member of the H&I subcommittee is automatically disqualified from further H&I service upon relapse, however may return to service when eligibility requirements are met as set out in these guidelines.
- B. Any member not conforming to these requirements or yet to come requirements, or refusing to abide facility requirements, shall be relieved any current H&I commitments.
- C. No NA meeting /panel presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when attended or led by the H&I subcommittee or its designated trusted servant. This appointment must be acceptable to the facility being served.
- D. No NA member with any direct or implied involvement with a facility may attend an H&I panel at said facility. The intention is to avoid any conflict of interest as well as to uphold Tradition 10, a professional or volunteer within a facility would have an implied inextricable opinion on the facility.
- E. Length of clean time required by facilities when greater than that of the subcommittee shall be rigidly upheld by the subcommittee.
- F. Excessive use of profanity or graphic vulgar stories is prohibited by the facilities and is strongly discouraged by the H&I subcommittee.
- G. Attendance at any panel presentation or meeting at correctional facilities requires security clearance by the facility as well as potentially approval of other legal sources. (Parole board, judicial approval etc.).
- H. H&I panel members shall be responsible for their conduct in any facility, and shall take responsibility to be informed in advance regarding any regulations of the facilities being served.
- I. Printed instructions, which will include the policies and guidelines, compiled and edited to fit specific facility requirements, shall be available to all panel members such that there be full knowledge of requirements of the subcommittee.

## **BUSINESS MEETINGS**

Business meetings shall be held not less than once monthly at a time and designated by the membership. No business shall last more than one (1) hour except by consensus of the attendees.

## **MEMBERSHIP**

Any member of NA qualifies as a voting member of the H&I subcommittee after having attended three (3) subcommittee meetings within 12 months having signed the attendance sheet at each meeting attended.

All members are bound to comply with the clean time requirements for H&I service.

## **VOTING**

A member must be present at the time of the ballot for his/her vote to be counted, proxy ballots are not accepted.

## **ELECTIONS**

Elections of Alternate/vice Chairperson, Secretary and Facility Coordinator positions shall be held once each year in March, with trusted servants assuming responsibilities immediately upon election. These positions shall be elected for a term of one (1) year and shall be eligible for re-election for one (1) additional full term followed by one (1) year of ineligibility for the same position.

## **ELECTION PROCEDURES**

Nominees must be presented for nomination at which time they will share their qualifications, and stand for questions by the subcommittee.

Candidates shall exit the meeting room at the time of the ballot.

Ballot is by show of hands.

Vote count will be recorded and the motion to elect will be declared....carried or defeated.

## **APPOINTED POSITIONS**

From time to time positions of trusted service may be appointed by the chairperson to fulfill particular needs of the operations of the subcommittee. Panel Leaders and Panel Members shall be appointed by the Chairperson, Alternate/vice Chairperson or Facility Coordinator at any time. All appointments are subject to review by the subcommittee the next time it meets following the appointment at which time the subcommittee may rescind any such appointment by a majority vote.

## **IMPEACHMENT/REMOVAL FROM ELECTED OR APPOINTED POSITION**

Members in elected/appointed positions are in fact “trusted servants”. Should at any time a member have concerns as to the functioning of a trusted servant, these concerns shall be brought to the attention of the subcommittee as a whole. Honest, open discussion of the concerns as a scheduled agenda item at the next business meeting of the subcommittee, including time for the affected trusted servant to respond to the concerns.

Following the discussion period a motion of nonconfidence may be brought to the floor. A two thirds(2/3) majority is required for the motion to carry.

If the motion of nonconfidence is carried the trusted servant is immediately and automatically removed from the position in question.

## **TRUSTED SERVANTS QUALIFICATIONS AND RESPONSIBILITIES**

### **CHAIRPERSON**

- 1) Attends and keeps order at all subcommittee business meetings
- 2) Keeps discussions on topic
- 3) Prepares an agenda for each subcommittee meeting
- 4) Ensures adherence to the 12 Traditions and 12 Concepts of Service in NA in all matters affecting the committee.
- 5) Maintains a line of communication between the H&I subcommittee and MASC including attendance and monthly reporting to the monthly MASC meeting.
- 6) Report all budget expenditures to MASC
- 7) Awareness of all matters affecting H&I in the Manitoba Area
- 8) Drafts all correspondence to facilities served by the Manitoba Area H&I subcommittee.
- 9) Maintain a file of all correspondence regarding H&I.
- 10) Assist in fulfilling panel commitments.

### **ALTERNATE/VICE CHAIRPERSON**

- 1) Suggested one (1) year continuous clean time, plus six (6) months active involvement with H&I
- 2) Assumes the responsibilities of the Chairperson in his/her absence
- 3) Works closely with Chairperson as well as the facility coordinators to ensure the smooth operation of the subcommittee
- 4) Maintains a current up to date list of all subcommittee members, panel members, panel leaders, facility coordinators and members willing to volunteer for orientation as panel members. This list is to include name, clean date, availability, and telephone number.
- 5) Attends all H&I subcommittee meetings

### **SECRETARY**

- 1) Suggested one (1) year continuous clean time, plus six (6) months active involvement with H&I
- 2) Maintains an accurate and complete record in the form of minutes of all regular, special, and general subcommittee meetings. Minutes are to be typed and submitted to the chairperson prior to the next MASC meeting, as well as present the minutes to the subcommittee at the monthly H&I meeting.
- 3) Maintains monthly attendance records for all H&I business meetings
- 4) Attends all regular H&I business meetings.



## **FACILITY COORDINATOR**

- 1) Suggested one (1) year continuous clean time plus six (6) months active involvement with H&I
- 2) Maintains a current up to date list of panel members, panel leaders and members willing to volunteer for orientation as panel members. This list is to include name, clean date, availability, and telephone number.
- 3) Assist panel leaders in ensuring that all commitments for H&I panels are met.
- 4) Shall invite all panel leaders to H&I meeting
- 5) May be removed from coordinator position for neglecting to fill panels for commitments
- 6) Shall submit a written report to the H&I subcommittee chairperson prior to the monthly subcommittee if unable to attend
- 7) Attends subcommittee meetings

## **PANEL LEADER**

- 1) Suggested one (1) year continuous clean time plus six (6) months active involvement with H&I
- 2) Maintains a line of communication with the facility coordinator
- 3) Is familiar with subcommittee guidelines and facility rules
- 4) Conducts H&I panel presentations in the facility being served according to MASC H&I subcommittee procedures
- 5) Shall invite to the H&I subcommittee meeting and inform them of all the rules of the facility
- 6) Shall be responsible for the panel members in the meeting
- 7) Shall inform the facility coordinator well in advance when unable to fulfill a regularly scheduled commitment
- 8) Attends subcommittee meetings

## **THE PANEL**

The panel leader selects a panel from the current H&I volunteer list. The panel will be comprised of minimally two (2) presenting members including the panel leader and must not exceed five (5) panel members. An auditing member may attend as part of a panel, for orientation purposes to learn and observe only. Panel members must have a minimum of three (3) months of continuous clean time. All panel members will be made aware of all their responsibilities by the panel leader.

### **AUDITING PANEL MEMBER**

- 1) Must have a minimum of three (3) months continuous clean time and a willingness to share experience, strength and hope
- 2) Attends H&I subcommittee meetings to familiarize themselves with the structure, policies and procedures of the subcommittee
- 3) Makes themselves available to attend H&I panel presentations as required by panel leaders
- 4) Becomes familiar with the formats used at H&I presentations
- 5) May take part in panel presentations by reading approved literature as requested by the panel leader, and may assist in the question and answer period at the discretion of the panel leader

### **FULL PANEL MEMBER**

- 1) Suggested six (6) months continuous clean time
- 2) Shall take an active role in a panel presentation as a speaker or other acceptable capacity as required by the panel leader
- 3) Shall adhere to the rules governing the facility being mindful that they are in fact a guest
- 4) Shall always remember that they are seen as a representative of NA and should conduct themselves accordingly remembering
- 5) May attend H&I subcommittee meetings

### **OTHER REQUIREMENTS**

All panel members may be required clearance from authorities and must meet clean time requirements set out by facility and the H&I subcommittee to enter a correctional facility.

It is the responsibility of the panel leader to ensure that all people attending an H&I meeting/panel presentation fulfill the necessary clean time requirements and that all are familiar with these policies and guidelines.