

**COASCNA**  
**H&I Subcommittee Policy**

**SECTION 1: DEFINITIONS AND PURPOSE**

The H&I Subcommittee of COASCNA is a group of addicts 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 better provide the necessary services."

This concept should always be our primary concern. So that when an addict who is housed in a correctional institution, treatment facility or detox unit reaches out for recovery, Narcotics Anonymous will be there.

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

**SECTION 2: FUNCTIONS OF THE H&I SUBCOMMITTEE**

The area H&I Subcommittee coordinates all local NA Hospital & Institution activities. The H&I subcommittee of the Area Service Committee (ASC) meets monthly, independently of the ASC, and its chairperson reports monthly to the ASC. It is composed of all subcommittee officers, panel leaders and any concerned members who wish to be involved. The subcommittee:

1. Provides a monthly forum to pool experiences. "I can't - We can."
2. Serves as a communications link between local H&I meetings 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. Coordinates all H&I financial matters and reports these in full to the ASC.
5. Conducts workshops and orientations on relevant topics.

**SECTION 3: SUBCOMMITTEE MEETING AGENDA**

1. Moment of silence for the still suffering addict.
2. Serenity Prayer.
3. Read Traditions and Service Prayer.
4. Take attendance.
5. Read and approve minutes of the previous meeting.
6. Panel Leader reports.
7. Old Business.
8. New Business.
9. Close meeting with "We" version of the Serenity Prayer.

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**SECTION 4: SUBCOMMITTEE OFFICER'S RESPONSIBILITIES**

**1. Chairperson:**

- a. Clean time requirement is one year.
- b. Keeps discussion on topic.
- c. Keeps order in the meeting.
- d. Brings a prepared agenda to each subcommittee meeting.
- e. Ensures that the Traditions are upheld.
- f. Maintains a link of communication between the H&I Subcommittee and the Area Service Committee, including giving a monthly report to the ASC.
- g. Keeps an accurate record of all funds flowing into and out of the subcommittee.
- h. Acts as a liaison between the Region and Area by attending all Regional meetings.

**2. Vice-Chairperson:**

- a. Clean time requirement is one year.
- b. Helps chairperson keep proceedings orderly.
- c. Acts as Chairperson in case of Chairperson's absence.
- d. Keeps an updated volunteer list of willing people who would like to serve.
- e. Maintains information on all the facilities being served and keeps a list of all contact persons at the facilities.
- f. Attends the Area and/or Regional meetings in the absence of the Chairperson.
- g. Is willing to transition to chairperson at the end of this term if elected by the Area.

**3. Secretary:**

- a. Clean time requirement is six months.
- b. Takes an accurate set of minutes at each monthly meeting and distributes them to subcommittee members two weeks prior to the next meeting.
- c. Keeps an updated subcommittee members list including email and phone numbers.
- d. Maintains an ongoing file of all correspondence and minutes.
- e. Maintains an H&I Subcommittee file at the COASCNA Area Office.

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**4. Vice-Secretary:**

- a. Clean time requirement is six months.
- b. Helps the secretary take an accurate set of minutes as well as other record-keeping.
- c. Is willing to transition to Secretary at the end of this term if elected by the subcommittee.

**5. Literature Coordinator:**

- a. Clean time requirement is six months.
- b. Purchases and stamps all literature.
- c. Brings all literature to the subcommittee meeting.
- d. Has access to funds.
- e. Maintains record of literature distribution and inventory.

**6. Vice-Literature Coordinator:**

- a. Clean time requirement is six months.
- b. Purchases and stamps all literature.
- c. Brings all literature to the subcommittee meeting.
- d. Has access to funds.
- e. Maintains record of literature distribution and inventory.

**7. Panel Coordinator:**

- a. Clean time requirement is one year.
- b. Maintains regular communication with all panel leaders and helps with problem-solving and issues that arise with the panels or facilities.
- c. Visits commitments as needed to ensure that we maintain a positive relationship with the facilities and that the panel leaders have the resources that they need.
- d. Helps chairperson start up new meetings.

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**SECTION 5: RESPONSIBILITIES OF TRUSTED SERVANTS**

**1. Panel Leader:**

- a. Clean time requirement is one year or requirements of institution.
- b. Must read and adhere to H&I Subcommittee Policy.
- c. Primary liaison between the institution and the H&I subcommittee.
- d. Coordinates panel members to attend commitment/meeting.
- e. Responsible for providing literature to panel members.
- f. Sees that the commitment/meeting is alive and well at all times.
- g. Attends monthly H&I Subcommittee meeting and provides panel leader report.
- h. Arrives 15 minutes early and ends commitment/meeting on time.
- i. Conducts meeting according to the chosen format.

**2. Panel Member:**

- a. Clean time requirement is six months or requirements of institution.
- b. Must attend at least one subcommittee meeting before entering any facility.
- c. Must read and adhere to the H&I Subcommittee Policy.
- d. Should attend 1-2 panel/meetings as observer only.
- e. If possible, attends monthly H&I Subcommittee meeting.
- f. Arrives 15 minutes early and ends commitment/meeting on time.
- g. Conducts meeting according to the agreed upon chosen format.

**3. Non-Panel NA Member Guest:**

- a. Clean time requirement is 90 days or requirements of institution.
- b. Attends H&I commitment/meeting as a guest speaker.
- c. Arrives 15 minutes early and ends commitment/meeting on time.
- d. Is the responsibility of the Panel Leader or member that invited them.

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**SECTION 6: 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 conform to the clean time requirements herein set forth.
2. Any member who does not abide by the rules and regulations of the institution being served shall automatically be relieved of any H&I Subcommittee assignments at that facility.
3. Any Panel Member who is unable to attend his/her commitment/meeting is responsible for contacting the Panel Leader who will find a replacement from the H&I Subcommittee list.
4. Excessive use of vile, profane, or filthy stories is discouraged.
5. Panel Leaders shall be responsible for the conduct of any outside NA members taken into any institutions and they shall instruct said outside NA members in advance regarding the regulations of the institution being served.
6. It is the Panel Leader's responsibility to keep the subcommittee informed of how their commitment/meeting is going by bringing or sending their report to the monthly H&I meeting.

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**SECTION 7: SUGGESTED MEETING TOPICS**

Meeting topics should be chosen carefully, with the Twelve Steps and Twelve Traditions in mind. The following list is not complete, but you will find a number of topics that are appropriate for most H&I meetings/presentations.

This list is not applicable for panel meetings in detox units whose format includes the NA readings: Who's an Addict, What is the NA Program and Why Are We Here.

You are not restricted to this list by any means. It is only presented as a resource so that you may get some ideas.

1. Any IP or selection from the Basic Text
2. H.O.W. (honesty, open-mindedness, and willingness)
3. Surrender
4. Acceptance
5. The Basics (Don't use, meetings, phone numbers, literature, sponsor, and steps)
6. H.A.L.T.S. (don't get too: hungry, angry, lonely, tired, or serious)
7. Responsible for our own recovery
8. Freedom from active addiction
9. Identify rather than compare
10. Spiritual, not religious, program
11. Going to any lengths
12. Transition from correctional facilities to the fellowship
13. Tools of the fellowship
14. Letting go
15. Feelings
16. Learning to trust
17. Giving up old playmates, playgrounds, and playthings
18. Living just for today
19. The first three steps
20. Denial
21. Reservations
22. Sponsorship

If there is anything not covered in this policy, please refer to the current World Services H&I Guidelines Handbook. This committee reserves the right to change or update the requirements of this policy at any time. As always, we leave the final decision to a higher authority, who is a loving God as we understand Him.

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**SECTION 8: GUIDELINES FOR TAKING ON A COMMITMENT**

- Members interested in taking an H&I commitment should go through a brief training guided by a current committee panel leader. This training begins by attending at least one H&I committee meeting before going into any facility. The committee meets every 1st Sunday (contact the area office or website for the designated time and place).
- At the meeting, members will receive a copy of the COASCNA H&I Policy to read (also available online @ [nacentralohio.org](http://nacentralohio.org)). They will also be given information on the different types of commitments and what commitments are open and need more help.
- The interested member should be paired with a mentor - someone on the committee who will step up to take the new person under their wing.
- It is suggested the member attend at least two sessions of a panel/meeting - as an observer only (preferably with different people on the panel each time).
- It is suggested that they attend a 2<sup>nd</sup> H&I meeting to give feedback on their visits. At that meeting, they can discuss what commitment they'd like to take.
- Clean time requirements:
  - 90 days to observe a panel/meeting.
  - 6 months to speak on a panel.
  - 1 year to lead a panel.
- If possible, once the commitment is started, members should attend the monthly H&I committee meeting to share any questions or concerns about the commitment and to report back on their progress and/or literature needs.
- All Panel Leaders should attend the H&I committee meeting every 1<sup>st</sup> Sunday at the designated time and place. This is to assure that everyone is on the same page in terms of carrying the NA message and assures that the lines of communication remain open and strong. Regular meeting attendance also provides needed mentorship opportunities and allows newer members to benefit from the experience, strength, and hope of "old timers" on the committee.
- If the Panel Leader is unable to attend the meeting, they should send a progress report (email or phone) to the H&I Chairperson or Secretary prior to the meeting.

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### **APPENDIX A: DO'S AND DON'TS FOR H&I PARTICIPATION**

- Do** Make schedules of outside meetings available to residents.
- Do** Clarify the facility's rules with anyone you bring in.
- Do** Arrive 15 minutes early, and if possible, all panel members should enter the facility the same time.
- Do** Start and end on time!
- Do** Briefly explain what H&I is.
- Do** Make it clear that NA is separate and distinct from the facility as well as other fellowships.
- Do** Follow the agreed upon format for the commitment/meeting.
- Do** Obey all dress codes. Exercise common sense and dress appropriately.
- Do** Keep staff aware of your whereabouts at all times.
- Do** Stamp all literature you bring into a facility with the local helpline number.
- Do** Screen all panel members carefully, especially regarding the clean time or other requirements.

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- Don't** Break another person's anonymity or tell his or her story.
  - Don't** Debate any issues involving facility rules or regulations.
  - Don't** Get involved in discussions on outside issues; remember why we are there.
  - Don't** While sharing, put too much focus on what it was like. They already know.
  - Don't** Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
  - Don't** Discuss conditions within the facility, or opinions about staff members.
  - Don't** Carry excessive cash or wear expensive or flashy jewelry.
  - Don't** Show favoritism to any resident(s).
  - Don't** Take messages in or out of the facility.
  - Don't** Give out your address or phone number.
  - Don't** Carry in any contraband items, such as cigarettes or weapons.

***Always remember that you have a responsibility to the facility, to the residents, and to NA. If you observe the above suggestions, and follow the Twelve Traditions, you will uphold your responsibilities to all three.***