

## UWANA H& I Sub-Committee Guidelines

### Definition and Purpose:

The H&I subcommittee of the UWANA consists of men and women who believe in the concept "TO INSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED DIE WITHOUT HAVING 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. This will insure that any addict who is housed in a correctional facility, hospital, or a recovery house is able to reach out for recovery. Narcotics Anonymous will be there.

This committee is a subcommittee of the United Wasatch Area of Narcotics Anonymous/Area Service Committee.

### Functions of the H&I Subcommittee:

A: To carry the NA message and to disburse literature to all residence of the facilities that do not have access to a regular NA meeting through our H&I panel.

B: To conduct a monthly business meeting on the third Sunday of the month. This is to maintain a working relationship with our facilities through the panel coordinator and panel leaders.

C: To conduct H&I activities to ensure the NA procedures and traditions are being followed and to ensure a positive image of recovery.

### Cooperation:

The initial approach to start an H&I meeting should be made through an H&I subcommittee. We don't ever act alone. Often a facility will approach NA and ask to have a NA Meeting. At other times an H&I subcommittee will approach the facility to purpose a meeting. In either case the H&I subcommittee members cannot speak for Narcotics Anonymous as a whole; they speak only for themselves and tell only their story about their experience, strength and hope. However, each member must be cautioned to act responsibly relative to the requirements of the institution and the Twelve Traditions of Narcotics Anonymous. Remember that we are representing NA so we need to make sure we use NA language to ensure a clear message of recovery and the program of NA.

### Elections:

All elections for this subcommittee will be conducted every December at the H&I Subcommittee meeting.

A. Nominations are open from the floor for any qualified individual with a second by a voting participant. The nominated must be present and accept the nomination.

- B. Terms of office are one year.
- C. No trusted servant may serve more than two consecutive years, in any position, excluding the panel leaders.
- D. Any resignation must be given to the H&I Subcommittee a minimum of 30 days prior.

Officers:

- A. A service board of executive officers will consist of a chairperson, a vice chairperson, secretary and a panel coordinator.
- B. Any subcommittee officer or member who relapses will automatically be removed from the subcommittee.
- C. In case of the resignation of the chairperson the vice chairperson will automatically assume the position of the chairperson until there is an election of a new chairperson.
- D. If the vice chair person cannot or will not assume the position, the panel coordinator will act as the chair person until the position is filled by the H&I subcommittee.
- E. In the event of the resignation of the secretary, the vice chair will assume the position until elected by the H&I subcommittee.

Qualifications and Duties:

Chair Person:

Qualifications:

1. Three years clean time
2. One year activity in H&I work
3. Working knowledge of the 12 Steps & 12 Traditions and be working with a sponsor in NA.

Duties:

1. Conduct and organize the H&I Subcommittee Business meetings.
2. Attend the UWANA ASC meeting.
3. Meet with the administrators of facilities for the first contact in the interest of harmony, or to establish new meetings with the PI Chair or the Panel Coordinator.
4. Communicate with the Regional H&I Panel members for assistance/needs.
5. One year commitment.

Vice Chair:

Qualifications:

1. Two years clean time.
2. One year activity in H&I work.
3. Working knowledge of the 12 Steps and 12 Traditions, and be working with a sponsor in NA.

Duties:

1. Conduct the H&I business meeting in the absence of the chair.
2. Work closely with the Chair on business and rules of order.

3. Is responsible for ordering and disbursement of literature for the panel meetings.
4. Fill any position that is vacant until the chair appoints or the committee elects.
5. One year commitment

Secretary:

Qualifications:

1. One year clean time.
2. Six month's activity in H&I work.
3. Working knowledge of the 12 steps and 12 traditions and be working with a sponsor in NA.

Duties:

1. Must keep accurate minutes of all H&I Subcommittee meetings.
2. Minutes shall be read and approved at the beginning of each meeting.
3. Must keep all archives.
4. Must disburse and update phone list.
5. One year commitment.

Panel Coordinator:

Qualifications:

1. Two years clean time.
2. Working knowledge of the 12 steps and 12 traditions, and be working with a sponsor in NA.
3. One year activity in H&I work.

Duties:

1. Shall keep close contact with facilities and Subcommittee.
2. Shall meet with administrators of the facility in the interest of harmony.
3. Shall work with panel leaders to insure that all scheduled meetings are being supported.
4. Will be the main contact for all meetings requiring clearance. Shall maintain an updated list of all cleared H&I members.
5. Must be willing to follow all facility rules and guidelines.
6. Must follow all H&I Do's and Don'ts as outlined in the H&I Handbook.
7. One year commitment.

Panel Leader:

Qualifications:

1. One year clean time.
2. Working knowledge of 12 Steps and 12 Traditions, and be working with a sponsor in NA.

3. Six months activity in H&I work.

Duties:

1. Is responsible to develop, uphold and maintain the assigned scheduled facility's meetings.
2. Shall conduct H&I meetings presentations according to all approved guidelines in order to carry a clear message of recovery in NA.
3. Must attend all H&I subcommittee meetings with report of meetings.
4. Must be willing to follow all facility rules and guidelines.
5. Must follow all H&I Do's and Don'ts as outlined in the H&I Handbook.
6. Is responsible for informing panel members about their responsibility to appropriately support the meeting.
7. One year commitment.

Panel Member:

Qualifications:

1. Six months clean time.
2. Must have a working knowledge of the 12 Steps of NA and be working the steps with a NA sponsor.
3. Must attend two continuous H&I subcommittee meetings before attending a facility meeting.

Duties:

1. As a panel member you will be assigned to a facility and are responsible to attend at least one meeting of that assigned facility each month.
2. Shall conduct themselves in accordance with the 12 Traditions and the H&I Do's and Don'ts as outlined in the H&I Handbook.
3. Must be willing to follow all facility rules and guidelines.
4. Shall take an active role in a meeting as a speaker or in any other acceptable capacity as may be requested by the Panel Leader.
5. May resign as a Panel Member by giving notice to the Panel Leader and the H&K Subcommittee panel coordinator.

Committee Member:

Qualifications:

1. 90 days clean time.
2. Regular meeting attendance and working with a sponsor in NA.

Duties:

1. Must attend two continuous H&I subcommittee meetings before attending a facility meeting as a non-speaking member.
2. To gain an understanding of the Do's and Don'ts as outlined by the H&I handbook.
3. Must be assigned to one facility and go to one meeting a month.

Out of town members:

1. Must notify H&I subcommittee prior to business meeting.

Voting and Non-Voting members

Voting Members:

1. Chairperson in case of a tie
2. Vice Chairperson
3. Secretary
4. Panel Leaders
5. Panel Coordinator
6. Panel Members

Non-Voting Members:

1. Observers
2. Any member of NA interested in the H&I Subcommittee

Ad-Hoc Committee

- A. Ad-Hoc Committees are responsible to follow all guidelines of the H&I Subcommittee and the ASC and to carry out the purpose for which it was established.
- B. Ad-Hoc Committees are dissolved upon completion of their primary purpose.