

Oahu Area H&I Guidelines

As adapted from the Oahu Area Service Committee Policies & Guidelines and the Hospitals & Institutions Handbook provided by the World Service Office of NA

The Oahu Area H&I Service Committee

Hospitals and Institutions Subcommittee (H&I): Acts to carry the message of NA into institutions such as hospitals, jails, detoxification centers and recovery houses where those addicts would otherwise be unable to receive the message from another addict. H&I will conduct panels that carry the NA message to addicts that often have no other way of hearing the NA message.

Purpose of Oahu Area H&I Committee

The Area H&I Subcommittee plays a central role in the overall H&I service effort. It initiates, coordinates, and conducts all local NA hospitals and institutions meetings and activities within the area. This subcommittee is the hub of H&I planning and organization. The Area H&I committee is a subcommittee of the Oahu Area Service Committee (OASC). It meets regularly, and its Chairperson reports to and is accountable in all matters to the OASC. The subcommittee is composed of an H&I Chairperson, an H&I Vice-Chair/Secretary, as well as any other members of the fellowship who wish to be involved. Here is what the subcommittee does:

- Provides a monthly forum to pool experiences. “I can’t – we can.”
- Prepares H&I policies and guidelines for the H&I subcommittee’s and the OASC’s approval.
- Serves as a communication link between local H&I meetings/presentations and other H&I subcommittees.
- Selects the members who are to conduct the H&I meetings.
- Serves as a distribution point for literature for the meetings and reports these transactions to the OASC.
- In cooperation with P.I., makes all initial contacts with facilities.
- Conducts learning days, workshops, and orientations on relevant topics.
- Is responsible for all H&I-oriented services within the area.
- The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.

Meeting Times and Location

- The Oahu Area H&I Subcommittee meeting is set and scheduled for the last Sunday of January, March, May, July, September, and November.
- Meeting begins at 2 pm.
- The Chairperson is responsible for determining the locating and informing the OASC.
- The Vice-Chairperson/Secretary is responsible for informing all H&I subcommittee members, including those considered inactive at the previous monthly meeting the location of the meeting.
- If the meeting date, time or place must be changed it will be announced at the previous month’s meeting.
- If prior to the H&I subcommittee meeting the need arises to change the meeting’s time or location, the Vice-Chairperson/Secretary will notify all H&I subcommittee members, including those considered inactive as well as the Vice-Chair of the OASC.
- A notice of the meeting being rescheduled is to be posted at the original location of the H&I meeting.

Meeting Format

- Moment of silence
- Opening prayer
- Read Traditions
- Take attendance
- Read and approve the minutes of the previous meeting
- Report of budget expenditures including literature disbursements
- H&I panel coordinators report
- H&I panel leaders report
- Old service
- Elect officers (if appropriate)
- New service
- Schedule next subcommittee meeting
- Closing prayer

Meeting Agenda

- The Chairperson will set the agenda for the H&I subcommittee meetings
- The agenda will be handed out before the beginning of the meeting
- Any “active” member may request an item put on the agenda

Voting

Eligible to vote:

- All “active” members except the subcommittee Chairperson
- “Active” members are all H&I subcommittee members; with the exception of those who fail to attend three subcommittee meetings consecutively. (Motion passed September ’99, activated Jan ’00)
- The subcommittee Chairperson will only vote in the case of a tie.
- See OASC Guidelines and Policies for breakdown of Voting Criteria for “Simple Majority” and “Two-Thirds” Majority (page 9).

Qualifications and Standards for H&I Facilities

- The first qualification and/or standard to begin a new H&I service commitment is the subcommittee must have the resources available.
- The second qualification and/or standard for an H&I facility is the facility must be a residential and/or an inpatient program (treatment facility). Residents and/or clients must have restricted access to regular NA meetings. For example; prisons, jails, and residential treatment facilities. (Motion passed July ’00)

Nominations and Elections for Elected Positions

1. In June and July, nominations for OASC officers and the standing subcommittee Chairpersons should be solicited from the groups by “group conscience.”
2. In August, nominations will be brought to the OASC meeting.
3. Voting on newly elected officials at the area level will take place at the September OASC.
4. The Oahu H&I Subcommittee Chair will be elected at the area level.

5. The Oahu H&I Subcommittee Vice-Chair/Secretary will be elected at the subcommittee level. The Vice-Chair/Secretary will be voted in at the next subcommittee meeting immediately following area elections.
6. Nominees must state their qualifications for each position. This is the time to ask the nominees any questions. A letter of intent will be accepted in the absence of the individual. Clean time, service positions held, willingness to serve, and any other information pertinent to the qualifications of the position sought should be included in this letter.
7. Those nominees not in attendance and without a letter of intent will be removed from the nominations list.
8. Election for a service position is by a simple majority. The exception to a majority vote would be if there is only one nominee for a position, then two-thirds vote of approval is required for election.
9. Newly elected OASC officers will begin their term on October 1st.
10. When an office of a subcommittee Chair position has been vacated by resignation or the incumbent has been removed by the OASC, then the OASC officers may appoint a temporary officer or subcommittee Chairperson. This would be on a month-to-month basis until the position becomes vacant; the Vice-Chair/Secretary assumes the duties of their respective office.
11. In case of resignation, the Vice-Chairperson/Secretary shall automatically assume the position of chairperson until OASC elects a chairperson.
12. OASC officers and standing subcommittees Chairpersons should not serve for more than two consecutive full terms. Time served on an interim basis would not count toward consecutive full terms.
13. An officer or subcommittee Chairperson elected between October 1st and February 1st will be considered to have served a full term at the following election in September. (An officer or subcommittee Chairperson elected at the October, November, December, or January OASC meeting will have served a full term at the election in September.)
14. An officer elected or appointed after February 1st will be considered as having served on an interim basis at the following election in September. (The time served by the officer elected or appointed after February 1st would not be considered in calculating consecutive full terms.)
15. In the event that an office cannot be filled by the September election, the incumbent will be asked to remain in a temporary capacity until an election can duly be held.
16. Any subcommittee officer or member who relapses will automatically be removed from the subcommittee.
17. Any subcommittee officer is removed after missing two monthly H&I subcommittee (or OASC) meetings.

Qualifications for Chairpersons and Subcommittee Elected Officers

The qualifications suggested here are meant as a guide in selecting servants for the Oahu Area H&I Subcommittee. Some individuals nominated will not fit all of the criteria set forth and it should not disqualify them from consideration. It should be stated however, that these guidelines come from previous experience and should be weighed as such when considering a nominee for a particular trusted servant position.

Subcommittee Chairperson:

- Willingness, time, and resources to serve.
- One-year commitment
- Minimum three years clean time.
- Minimum one year NA service involvement
- Minimum six months H&I service work

- An understanding of the Twelve Traditions and Twelve Concepts of NA through application
- Willingness to resign all other elected positions at Area and Regional levels of service.

Subcommittee Vice-Chairperson/Secretary:

- Willingness, time, and resources to serve.
- Two-year commitment. First as Vice Chair and second as Chairperson.
- Minimum two year clean time
- Minimum of one year of NA service
- An understanding of the Twelve Traditions and Twelve Concepts of NA through application.
- Organizational skills necessary to record meeting minutes.

Panel Leader

- Willingness to serve
- One year clean time

Panel Member

- Willingness to serve
- Six months clean time

Duties and Responsibilities for Trusted Servants

Subcommittee Chairperson

- Attends all OASC monthly meetings and H&I subcommittee meetings
- Gives a written report of subcommittee activity, inactivity, and any other pertinent information to the OASC. Gives an accurate accounting of monies spent by the subcommittee,
- At the October OASC meeting, the Chairperson will submit a budget request for the coming year to be approved by the OASC at the following November meeting.
- Shall seek to encourage the growth and progress of the subcommittee in our Area and cooperate with other Area H&I subcommittees.
- Maintain accurate account of the monthly literature budget. All monies are to be used for the purpose of supporting the committee. If the entire monthly budget is not used it is not to be carried over to the next months allotted monies. (see attached annual budget)
- Requests for funds beyond the yearly budget must be submitted and approved by the OASC at the monthly meetings. The subcommittee Chairperson will submit literature requests separate from the group literature requests.
- Shall serve as Panel Leader for all new panels until a panel leader can be elected.
- Shall serve as Panel Coordinator for the Oahu Area H&I Subcommittee. (see attached chart of accountability)
- The Chairperson is responsible for determining the location and informing the OASC.
- Arranges and executes the meeting agenda.
- Conducts elections of new subcommittee officers. Note exception of Chairperson position; to be done at area.
- It is the responsibility of the Chairperson to distribute NA Conference-approved literature and any other items the subcommittee uses in carrying the message, such as copies of “Reaching Out” and the “NA Way,” to panel leaders. This person should always be aware of the amount of literature being

distributed so the panel leaders' literature requests remain prudent and the subcommittee can fairly distribute the literature without exceeding its budget.

- Understands and upholds OASC policies and guidelines and subcommittee guidelines.
- Helps to insure the incoming Chairperson is prepared for the position.
- The Chairperson in the Oahu Area is responsible for seeing that the meetings/presentations are conducted in accordance with the guidelines of the H&I subcommittee and the rules of the facility. This person acts as the liaison between the H&I subcommittee and all facilities.
- Maintain meeting referral information about the Fellowship so that panel leaders can refer those leaving an H&I setting for another area, to a meeting or help line number. (ordering and retrieving meeting schedules from the OASC).

Subcommittee Vice-Chairperson/Secretary:

- Assumes duties of Chairperson in their absence, removal, or resignation.
- Assists the Chairperson in carrying out his/her duties.
- Records and maintains H&I subcommittee minutes.
- Copy and distribute meeting minutes.
- Responsible for maintaining files of H&I meetings and other documents. Keeps an updated volunteer list of members who would like to do to H&I meetings. Records should include addresses and telephone numbers.
- Will inform all H&I subcommittee members, including those considered inactive at the previous monthly meeting the location of the meeting.
- If prior to the H&I subcommittee meeting the need arises to change the meeting's time or location, the Vice-Chairperson/Secretary will notify all H&I subcommittee members, including those considered inactive as well as the Vice-Chair of the OASC.
- Will maintain and update H&I guidelines accordingly. Will keep on hand "official" copy of OASC Policy and Guidelines for reference purposes.
- To keep copies of all hospitals, institutional and recovery house guidelines, rules and regulations.
- Maintains a list of participating and non-participating members for voting purposes.

All members of the OASC and/or all subcommittees are responsible to:

- Respect others' opinions.
- Allow full participation by all members.
- Observe the spiritual principals of the NA program.
- Remain for the full meeting of either the OASC or the H&I subcommittee.
- Assure meetings start and end on time.

Panel Leader

- Willingness to serve
- One year clean time
- Panel leaders should be selected by the H&I subcommittee at its regular subcommittee meetings. The term should be six months.
- The panel leader selects members of the fellowship to be panel members usually from the "Active member list."

- The panel leader is responsible to insure that the meeting starts and ends on time. Any problems should be reported to the Panel Coordinator/Chairperson and then included in the regular report to the H&I subcommittee.
- Obtains any supplies that are running low for the meeting/presentation.

Panel Member

- Willingness to serve
- Six months clean time
- A willingness to share their experience, strength, and hope.
- Be familiar with the H&I meeting/presentation format.
- Be familiar with subcommittees, and facilities, rules.
- Be able to share a message of recovery of NA

IN ORDER TO QUALIFY FOR ANY OF THE ABOVE OFFICES, H&I MEMBERS SHALL COME TO THE H&I MEETING AND INFORM THE SUBCOMMITTEE OF THEIR DESIRE TO SERVE.

To Deactivate a Standing Subcommittee

To deactivate an active standing subcommittee, the subcommittee itself must have a GSR submit a motion to do so. The motion must be seconded and taken to the groups for their conscience on the question. The motion is then brought up as new business to the next OASC meeting. The motion to deactivate must be approved by a two-thirds majority of the voting quorum. The subcommittee would then be considered inactive. (page 27 OASC guidelines and policies)

/sd
(July '00)