

WRASCNA Hospitals and Institutions Sub-Committee Guidelines

Mission: The H&I sub-committee exists to carry the message of recovery from addiction to residents of facilities who are restricted from full access to regular meetings.

H&I Guidelines:

1. The H&I sub-committee attempts to follow the WSO H&I Handbook guidelines, and it is the responsibility of the H&I Chairperson to report any change or revision to ASC.
2. The H&I sub-committee will review and/or alter these guidelines bi-annually.
3. The H&I sub-committee meets the third Sunday of every month, before the ASC meeting, at 12:00 p.m., to end at 1:45 p.m., unless otherwise noted.
4. The H&I Chairperson can call for special/emergency meetings when necessary. The purpose should be stated in writing and no other business will be addressed. Notification will be four (4) days prior to the meeting by the Chairperson of the H&I sub-committee.
5. There must be a quorum of 1/3 of the facilitators present to conduct business.
6. The H&I sub-committee members will elect a Vice-Chairperson and any other officers as needed.
7. Any addicts who have the willingness to serve on the H&I sub-committee must come to the H&I sub-committee meeting and state their willingness. New members must attend two (2) consecutive meetings to be eligible to vote.
8. The H&I sub-committee elects facilitators by majority vote.
9. Two (2) consecutive unexcused absences by an Executive Body member, facilitator or trainee, from the H&I sub-committee meeting may result in removal from position upon majority vote of the H&I sub-committee.
10. If the facilitator has not shown, trainees must not facilitate meetings. Trainees must cancel the meeting with the facility and call the H&I Chairperson or Vice-chairperson and let them know the facilitator has not shown.
11. Relapse on a substance will result in the termination from any position on the H&I sub-committee.
12. All H&I literature must go to its assigned facility. None is to be taken elsewhere.
13. There will be no H&I meeting held at any facility that is not a part of the H&I sub-committee.
14. All new H&I sub-committee meetings must be set up by the Public Relations sub-committee and the H&I sub-committee.
15. H&I sub-committee meeting termination must be done by the H&I sub-committee.
16. All H&I sub-committee members will conduct themselves in accordance with the Twelve Traditions, Twelve Concepts and the H&I Do's and Don'ts when dealing with staff and residents of facilities as well as fellow H&I sub-committee members. Our behavior should create a positive impression of NA and the H&I sub-committee. Failure to comply with this guideline may result in the removal from the H&I sub-committee.

Officers Duties

Chairperson:

1. Has two (2) years clean and has one (1) year of H&I sub-committee experience.
2. Carries out policies and maintains order at H&I sub-committee meetings.
3. Attends ASC meetings and submits reports containing present literature inventory held by H&I.
4. Attends all H&I sub-committee meetings in WRASCNA.
5. Votes only to break tie.

Vice-Chairperson:

1. Has one (1) year clean.
2. Assumes the duties of the Chairperson if the Chairperson is absent.

3. Serves as Chairperson if the position becomes vacant, until WRASCNA elects a new Chairperson.
4. Welcomes new members and sees that they receive institution lists, observation forms, local guidelines and a phone line list.
5. Oversees committee sponsored training events. (Orientations, learning days, etc.)

Secretary:

1. Takes minutes of H&I sub-committee meetings.
2. Sees that paperwork for the H&I sub-committee (guidelines, institution lists, Do's and Don'ts, phone line list) is photocopied and available.
3. Maintains archive.
4. Maintains written record of facility rules.
5. Updates lists of members and facilities.
6. Has six (6) months clean.

Literature Coordinator:

1. Has six (6) months clean.
2. Sees that literature is ordered from WRASCNA literature committee and maintains stockpile.
3. Fills out literature distribution form every month and submits it to the H&I Chairperson.
4. Stamps all literature with WRASCNA phone line number.

Treasurer:

1. Has two (2) years clean.
2. Be the custodian of the H&I sub-committee's funds.
3. Make a financial report of receipts and distributions at each regular meeting.
4. Disburse funds as necessary to fulfill the needs of the committee. Assumes the duties of Chairperson in absence of the Chairperson and the Vice-Chairperson.

H&I Executive Body (except Chairperson):

1. Commit to a one (1) year term.
2. Are elected in October, training in November, assumes position in December.
3. Does not hold any other sub-committee Executive position.

Facilitators:

1. Has one (1) year clean and has completed training.
2. Facilitates for six (6) months at committed facility, following a format approved by the H&I sub-committee.
3. Has worked the first three (3) steps of NA with an NA sponsor. Has a working knowledge of NA steps and traditions and carries a clear NA message.
4. Follows the guidelines, Do's and Don'ts and facility rules.
5. Recruits qualified supporters, and ensures that all participants know the Do's and Don'ts as well as the facility rules.
6. Facilitators must contact other facilitators, chair or vice-chair, facility and trainee 4-6 hours prior to the commitment if unable to make the commitment. Failure to do so may result in the removal from the facility upon the vote of the H&I sub-committee.
7. Ensures that the H&I sub-committee receives a report every month. Two (2) consecutive missed verbal or written reports may result in removal from position.
8. Submits literature inventory to the literature coordinator, then collects literature from the Literature Coordinator and distributes it in the facility.

Supporter:

1. Has six (6) months clean to share on a panel or as a speaker.
2. Shares experience, strength and hope at an H&I meeting, either briefly or as a speaker.
3. Has worked the first three steps of NA with an NA sponsor. Has a working knowledge of NA steps and traditions and carries a clear NA message.
4. Follows the Do's and Don'ts and facility rules.

Trainee:

1. Has at least three (3) months clean and working with an NA sponsor.
2. Attends ten (10) H&I commitments, contacting all facilitators in advance, and has each facilitator sign an observation form.
3. Addicts coming from other areas with H&I facilitator experience and one (1) year clean time observe three (3) facilitators at three (3) different H&I commitments.
4. Addicts from WRASCNA who return as facilitators to H&I service after one (1) year or more must restate their willingness and observe two (2) different facilities.
5. Commits to one (1) facility during training, but has the option to go to other facilities. Trainees need to contact the facilitator of the meeting when unable to attend. This is a commitment and attendance at all meetings of assigned facility is expected.
6. May observe the meeting twice before committing to training provided he or she contacts the facilitator in advance and that he or she qualifies to enter the facility.
7. Comes to H&I sub-committee meeting and states their willingness to become a trainee.
8. Turns completed observation form over to the Vice-Chairperson.
9. Reads the WRASCNA H&I sub-committee guidelines and the Do's and Don'ts and knows the rules of every facility he or she enters.
10. Does not share unless he or she is a qualified supporter.