

# **GMA H&I Subcommittee Guidelines**

## **Article I : Purpose**

The Green Mountain Area (GMA) Hospitals and Institutions Subcommittee is responsible for carrying the Narcotics Anonymous message of recovery into hospitals and institutions whose residents have no access to regular NA meetings. A Hospitals and Institutions meeting/presentation may also be held where such a meeting better suits the needs of the addicts within the facility.

The Hospitals and Institutions subcommittee initiates, coordinates and conducts all H&I meetings/presentations in the Area, but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

## **Article II : Functions of the H&I Subcommittee**

- 1.) To conduct a monthly business meeting
- 2.) To carry the message and to disburse literature to all facilities through our H&I panels.

## **Article III :**

### **A. Chairperson**

1. The H&I Chairperson is elected by the Area Service Committee as outlined in the GMA Guidelines. The H&I subcommittee is directly responsible to the ASC through the H&I Chairperson.
2. The H&I Chairperson must attend all H&I subcommittee meetings and ASC meetings. The H&I Chairperson is a voting member of the Regional H&I subcommittee and should attend three (3) or more of the Regional H&I subcommittee meetings. This can be done in person or via established conference calls via "FreeConferenceCall ® " at a time set by the Regional H&I Chairperson. The Chairperson acts as a link of communication between the subcommittee and the ASC and the Regional H&I subcommittee.
3. The Chairperson should be aware of all matters that affect the H&I facilities in the GMA.
4. Should have two (2) years clean time.

### **B. Vice Chairperson**

1. The H&I subcommittee elects its own Vice Chairperson. Requirements are one (1) year clean time and a minimum of six (6) months experience doing H&I work and a strong NA message of recovery. The Vice Chair assumes the duties of the Chairperson if the Chairperson is unable to serve, or until a new Chairperson is elected.
2. The Vice Chair works with the Chairperson to maintain the smooth operation of the subcommittee.

3. The Vice Chair should attend all H&I subcommittee meetings as well as the ASC meetings. It is suggested that the Vice Chair attend Regional H&I subcommittee meetings.
4. She/He acts as a liaison between H&I and PI subcommittee meetings every other month or appoints the position to another subcommittee member.

#### **C. Secretary**

1. The H&I subcommittee elects its own Secretary. The Secretary must have one (1) year clean time. The position's responsibilities include keeping an accurate set of minutes of all subcommittee meetings. These minutes are to be properly typed and approved by the subcommittee during the reading of the monthly minutes.
2. He or she shall keep files of all correspondence between facilities and panel leaders.
3. Shall keep an updated list of all members willing and eligible to be panel members.

#### **D. Panel Coordinator**

1. One (1) year clean time requirement.
2. The Panel Coordinator is responsible to see that meetings/presentations are conducted in accordance with the policies/rules of the subcommittee and facilities.
3. The Panel Coordinator acts as a liaison between the GMA subcommittee and the facilities where there is an H&I presentation/meetings.
4. The Panel Coordinator shall have copies of all facilities rules.

#### **E. Panel Leader**

1. Panel Leaders are elected, as needed by the H&I subcommittee. There is a required one (1) year clean time and a strong NA message of recovery. He or She must attend four (4) H&I subcommittee meetings annually and submit monthly reports.
2. The Panel Leaders are responsible for all aspects of the meeting/presentation such as keeping supplies (literature, meeting lists) and making sure the meeting begins and ends on time.
3. They are to maintain a link of communication, keeping the H&I Chairperson and subcommittee aware of any problems that affect the meeting/presentation.
4. Panel Leaders are to inform the Panel Coordinator if unable to fulfill their commitment.
5. Panel Leaders are responsible to go over Panel Orientation Packets with Panel members before going into a meeting/presentation.

#### **F. Panel Members**

1. Panel members should have six (6) months clean time and a willingness to share their experience, strength and hope
2. He or she must qualify before the subcommittee and attend some of the subcommittee meetings.
3. Panel members should attend one (1) or two (2) meetings/presentations before sharing their experience, strength and hope.
4. Panel members must be knowledgeable with the Panel Orientation Packet.

### **General Information**

- A. The subcommittee must approve any printing or copying the subcommittee or the subcommittee may not reimburse you.
- B. 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 meet subcommittee guidelines.
- C. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
- D. Any member not conforming to these requirements or who refuses to abide by the rules and regulations of the facility being served shall automatically be relieved by the Chairperson from any further H&I duties.
- E. No Narcotics Anonymous meeting/presentation will be conducted without the consent of the H&I subcommittee.
- F. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility.
- G. Length of time clean required by each facility is to be rigidly upheld by all H&I Panel Leaders.
- H. Any member of the H&I subcommittee on parole must receive clearance from the facility.
- I. An H&I format that has been approved by the subcommittee is to be used wherever there is an H&I presentation/meeting.
- J. Panel Coordinators and Subcommittee Chairperson or Vice Chairperson will review all regulations of the facility before doing a meeting/presentation in that facility.
- K. The H&I subcommittee shall have two (2) Learning Days per year (suggested April and August) with a four (4) month planning period.
- L. The Chairperson should have five (5) orientation packets available at each subcommittee meeting.
- M. The H&I budget for the subcommittee is \$700.00 annually.
- N. New budgets should be submitted to the ASC for approval annually, due by January.

- O. Positions other than Chair, can be qualified for, and voted on, in the same subcommittee meeting. (Time will be allotted for discussion.)