

## South King County Area Narcotics Anonymous H&I Sub-Committee Guidelines

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### **I - PURPOSE AND SCOPE**

- A. The South King County (SKC) Area Narcotics Anonymous (NA) Hospitals and Institutions (H&I) Subcommittee (SC) is a standing subcommittee of the SKC Area Service Committee (ASC) and is accountable to the ASC, which is directly responsible to those they serve, in ALL matters.
- B. The Primary Purpose of SKCA H&I SC is to carry the message of “NA Recovery” into hospitals & institutions whose residents may not have access to regularly scheduled NA meetings. An H&I meeting or presentation may also be held where such a meeting better suits the needs of the addicts within that facility.
- C. The H&I SC coordinates, and conducts all H&I meetings and/or presentations within the South King County Area (SKCA) but may use other methods such as distributing literature and meeting schedules to make recovery more available to the addicts in these facilities. The H&I SC is responsible for all H&I oriented services within the SKCA which may also include “Working Steps Behind The Walls”

### **II - SUBCOMMITTEE FUNCTIONS**

- A. To provide a monthly forum, to pool members’ experiences, allow constructive feedback, and perform orientation for new members, because NA is a “WE” program.
- B. To select the members who are to conduct H&I meetings and/or presentations in the SKCA.
- C. To coordinate the development of new H&I meetings, and/or presentations, via the PR Liaison.
- D. To serve as an NA literature distribution point for the panel leaders, and/or coordinators, at each facility. The SC will periodically check the literature provision capability of each facility, to verify that they are still providing literature. The SC will be accountable to the ASC for all literature distributed on a monthly basis.
- E. To conduct a monthly business meeting, including officer reports, facility reports, panel leader reports, and discussion of any new business, or old business, from the previous meeting’s minutes.
- F. To conduct, and/or participate in learning days, workshops, and orientations, on all relevant topics.
- G. To provide a representative for the Washington Northern Idaho Region (WNIR) quarterly meeting.

### **III - ELECTED OFFICERS**

- Chair
- Vice Chair
- Secretary
- Alternate Secretary
- Literature Coordinator
- PR Liaison

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- A. Elected officers should attend all regular SC service meetings. The SKCA H&I SC will refer to The World Service Committee H&I Handbook as a guide in ALL H&I matters not outlined in these guidelines, and all elected officers shall perform the duties outlined by these guidelines.
- B. Facility Coordinators and Panel Leaders are (non-officer) elected positions, but should also attend the regular monthly sub-committee meetings.
- C. Facility coordinators will be elected for each facility, and shall be chosen from the panel leaders who are eligible to serve, at the facility in question. This position exists solely to have one focal point between each facility and the SKCA H&I SC.
- D. All officers are to be elected by majority votes of eligible SC members, (except for the Chair, who is elected by the ASC) however the SC is expected to suggest a new chairperson to the ASC. Eligible voters on the SKCA H&I SC are as follows: Elected Officers, Panel Leaders, and any member of the SC who has been in attendance for three previous SC meetings.
- E. During elections in the case of more than two nominations for any office, a second run-off ballot shall be taken of the two top names.
- F. Any SC officer, except the Chair, may be relieved of responsibility due to non-compliance by a vote of at least 2/3 of the SC. Non-Compliance includes (but is not limited to):
  - Loss of abstinence. (results in automatic resignation)
  - Non-fulfillment of duties. (as outlined in these guidelines)
  - Non-attendance at the regular SC meeting without notification of the SC. The Chair must be removed from office by the ASC. (except at the end of their term, or in the case of a resignation\*)
- G. \*In the case of a Chair's resignation, the Vice-Chair shall automatically assume the Chair position, until voted in at ASC, or a NEW Chair is elected. Should the Vice-Chair decline, the SKCA Vice-Chair will assume Chair's responsibilities until the ASC can elect a new SC Chair.
- H. In the event of resignation of an officer, other than the Chair, the position shall be held open for one month or until a willing H&I member may be found to serve in the position.
- I. The Chair & the Vice Chair are elected for a term of one year and are eligible for a second one year term followed by two years of ineligibility. All other officers are elected for a period of one year, and can continue serving as interim, or be re-elected, and serve an indefinite number of terms.

### IV - QUALIFICATIONS AND DUTIES OF OFFICERS

#### A. Chair

1. A minimum of two years uninterrupted clean time, with at least six months of prior H&I experience as an SKCA NA H&I Elected Officer, Facility Coordinator, Panel Leader, or Panel Member.
2. The Chair keeps order during the regular SC meeting, using the SKCA preferred rules, and ensures the Twelve Traditions are upheld in all matters

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3. The Chair prepares an agenda for the regular SC meeting, and may use the sample 'Typical Agenda' format given in the WSC H&I Handbook as the guide.
4. The Chair attends each ASC meeting to provide a monthly report on the subcommittee activities. This report should include information on meetings and/or presentations, changes in status of Facility Coordinators and/or Panel Leaders, new meetings and/or presentations, Coordination with other subcommittees, upcoming Area or Regional learning days, operating expenditures (within monthly allotment), and literature disbursements to panel leaders. The Chair brings forth motions for ASC approvals which have been approved by the SC and also communicates the decisions back to the SC.
5. The Chair attends the quarterly meetings of the WNIR H&I SC and provides a report using the 'Regional H&I report form' given in the WSC H&I handbook as a guide. The Chair brings a report back to the SKCA H&I SC and the SKCA ASC as well.
6. The Chair must approve ALL correspondence, and makes initial contact with any new facilities, preferably with the PR Liaison, and/or a Public Relations SC representative, and reports the contact results to the SC. The Chair may suggest an alternate SC member for this contact, if desired, but the SC must approve this person (unless the alternate is the SC Vice Chair).

### **B. Vice Chair**

1. A minimum of one year of uninterrupted clean time and six months experience as an SKCA NA H&I Elected Officer, Facility Coordinator, Panel Leader, or Panel Member.
2. The Vice Chair acts as Chair in any and all matters in the case of the Chair's absence and helps to maintain order during the regular SC meetings.
3. Coordinates, and performs, the orientation of new SC members.
4. Coordinates panels at new facilities until Facility Coordinators and Panel Leaders are selected.
5. Performs "special assignments" as they originate out of SC business.
6. Contacts SC members to remind them of upcoming meetings.

### **C. Secretary**

1. A minimum of one year uninterrupted clean is suggested and prior experience with the SKC H&I SC.
2. The Secretary should take an accurate set of minutes of each regular SC meeting and distribute them to SC members prior to the next meeting. The Secretary should note the attendance and report cases of non compliance as they become apparent.
3. The Secretary should keep an ongoing file of ALL correspondence and minutes.
4. The Secretary should keep a file containing information of all meetings and/or presentations, with contact persons, facility rules, and clearance forms for correctional facilities.
5. The Secretary should keep an up to date list of all H&I volunteers, who have been through a recent H&I orientation, and are available as panel members. Separate lists should be kept to track all volunteers who have been processed for clearance into correctional facilities. The Secretary should coordinate with Facility Coordinators, for each correctional facility, in order to keep this list up to date.

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6. The Secretary should draft correspondence using the 'sample letter' given in the WSC H&I handbook as a guide. The Chair or Vice Chair will assist the secretary in writing letters for which no model exists.

### **D. Alternate Secretary:**

1. Minimum of six months uninterrupted clean time is suggested and prior experience with the SKC H&I SC.
2. The Alternate Secretary (or Trainee) fulfills all duties as the Secretary in the case of their absence during regular SC meetings. This person may also step up as Secretary when the position becomes available.
3. The Alternate Secretary also keeps a second set of records for back-up purposes.
4. The Alternate Secretary is also responsible for helping the Secretary keep updated lists, this function includes calling H&I Volunteers to make sure all information on contact lists is accurate.

### **E. Literature Coordinator:**

1. A minimum one year uninterrupted clean time is suggested, with prior SKCA H&I experience, and three months prior attendance at the SKCA H&I SC meeting is required.
2. The Literature Coordinator (LC) obtains literature orders from Facility Coordinators and/or Panel Leaders whose facilities need it, using the form provided to the SC. Individual orders will be reviewed to insure the total order does not exceed ASC budget limits (per guidelines or past major motions). The LC obtains this literature from the SKCA Literature SC and distributes it accordingly. Literature disbursements shall be reported to the SC for inclusion in the Chair's report to ASC.
3. The LC ensures that only fellowship approved literature, "Reaching Out", or "NA Way" is provided to Facility Coordinators and/or Panel Leaders. Current meeting schedules should also be provided.

### **F. PR Liaison:**

1. A minimum six months uninterrupted clean time is suggested and must have attended at least one H&I and PR subcommittee meeting prior to election.
2. The PR attends both H&I, and PR, subcommittee meetings, reporting on the current activities of each subcommittee, to the other, in order to facilitate cooperation with any overlapping services.

### **G. Facility Coordinator:**

1. A minimum of one year uninterrupted clean time, prior experience, and six months recent involvement with the SKCA H&I SC is required. The designated Facility Coordinator (FC) must also be a current Panel Leader (PL) for the facility of which he/she is coordinating.
2. The FC provides a single point of contact between this subcommittee and the facility to ensure that all meetings and/or presentations are held per facility rules, and run per H&I SC policies and guidelines.
3. The FC is the liaison between the facility, and the SC, on all matters of policy, scheduling, and business.
4. The FC will be the focal point for ordering literature for their facility from the LC. This will be based on inventory in the facility, the PL's current inventory on hand, and within SKC ASC budget limitations.

### **H. Panel Leader:**

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1. A minimum of one year of uninterrupted clean time is suggested and six months involvement with SKCA H&I SC is required. The Panel Leader (PL) must also meet ALL facility requirements.
2. A PL never holds an H&I panel presentation alone, that is, as the only panel member present. Should a situation arise where all other panel members cancel, or otherwise fail to attend the meeting/presentation, the PL will cancel the meeting and/or presentation. NA is a “WE” program.
3. A PL runs each meeting and/or presentation they are responsible for, per facility rules, and H&I SC policy.
4. A PL ensures that each panel member has been oriented with the “DO’s & DON’T’s” offered in the WSC H&I handbook, rules of the particular facility, and the policies of the SKCA H&I SC. They must also ensure that each panel member has been cleared for the facility, when applicable.
5. The PL will be the focal point for ordering literature from the LC, (for those facilities which have no FC) based on inventory in the facility, literature inventory on hand, and within SKC ASC budget limitations.
6. A PL ensures that only fellowship approved literature, the “Reaching Out”, the “NA Way”, and current NA meeting schedules, are brought into meetings and/or presentations.
7. A PL should begin, and end, the presentation on time. Panels should be run in accordance with the WSC H&I handbook unless otherwise outlined in these guidelines.
8. If the PL is not the FC, they should keep in close contact with the FC with regard to being informed of the facility rules and clearance procedures.
9. PL’s who miss two consecutive meetings will be contacted by the SC. PL’s who miss three consecutive meetings or four meetings within a twelve month period may be removed from their position.
10. PL’s who fail to attend the SC monthly meeting are required to submit a written report to the secretary.
11. PL’s who miss or fail to arrange for coverage of a meeting and/or presentation may be found in “non compliance” and the SC can take the following actions for a PL held in non compliance:
  - Verbal advisement of non compliance
  - Appropriate disciplinary action
  - May be removed from responsibility

### **I. Panel Member:**

1. Minimum of six months uninterrupted clean time is required to share at any H&I meeting or presentation. New members may attend a panel, with a minimum of ninety days clean, but only to observe (not share)
2. A Panel Member (PM) must be willing to carry a clear message of NA recovery and must have attended a recent H&I Orientation.
3. If a PM is unable to attend the scheduled panel, they are required to give 48 hours notice to the FC or PL
4. A PM may be removed from the Active Phone List if they miss two panels, or behave inappropriately as determined by the PL, but may apply to be reinstated after attending the next SKCA H&I SC meeting.