

## Purpose and definition of the Subcommittee:

The West Tennessee Area H&I Sub-Committee is a group of men and women who are members of the Fellowship of Narcotics Anonymous, who believe that NO ADDICT SEEKING RECOVERY SHOULD EVER HAVE TO DIE FROM THE HORRORS OF ADDICTIVE ADDICTION. This Sub-Committee exists for the sole purpose of carrying the message to the addict who still suffers and is confined in a jail, institution, or treatment center.

In order to insure that a clear message of Narcotics Anonymous is presented to the residents of the facilities served by the H&I Sub-Committee of the West Tennessee Area, we must adhere to the rules of the institutions we serve, and impose the standards set by the H&I guidelines on ourselves.

As a Sub-Committee of the West Tennessee Area Service Committee, we will maintain open communication and corporation with the West Tennessee Area Service Committee. Sub-committee meetings are open to all members of the NA Fellowship.

No one should ever conduct an H&I presentation alone.

#### FUNCTIONS OF THE SUB-COMMITTEE:

- To carry a message of hope and a new way to live to the addict who still suffers
- To hold regularly scheduled monthly meetings/ business meetings
- To share information to and from all panels
- To distribute Narcotics Anonymous literature to the panels
- To provide representation for participation in the West Tennessee Area Service Committee
- To coordinate the development of any new H&I presentations, workshops, or learning days
- To elect panel leaders in order to facilitate presentations
- To elect members to fill the needs of the Sub-Committee
- To educate the Fellowship and train Sub-Committee members
- To document all correspondences with facilities served by the H&I Sub-Committee and all actions taken by the Sub-Committee

#### ELECTED POSITIONS:

- The elected positions of the Sub-Committee are the Chairperson, Vice-Chairperson, Secretary, Literature Person, and Panel Leaders. All positions except the Chairperson, who is elected by the West Tennessee Area Service Committee. Are elected by a consensus of the Sub-Committee.
- All positions held by H&I Sub-Committee members are commitments of service for one year.
- If an elected Sub-Committee member becomes unable to execute the duties of that position, a person or persons qualified to be the successor of that position will be named by the Chairperson and approved by the Sub-Committee at the next business meeting.

#### QUALIFICATIONS AND DUTIES OF ELECTED SUB-COMMITTEE MEMBERS:

##### CHAIRPERSON: (SUGGESTED CLEAN TIME REQUIREMENT TWO YEARS)

- Requires completion of H&I orientation
- Elected by the West Tennessee Area Service Committee.
- Must attend all monthly H&I subcommittee meetings.
- Presides at Sub-Committee meetings.
- Prepares an agenda for all Sub-committee Meetings.
- Maintains order at the meeting.
- Provides representation of the Sub-Committee and a written monthly report to the West Tennessee Area Service Committee.

- Attends H&I presentations when applicable to observe and assist the panel members in carrying a clear NA message.
- Creates an annual Sub-Committee budget to be submitted to the West Tennessee Area Service Committee.

**VICE-CHAIRPERSON: (SUGGESTED CLEAN TIME REQUIREMENT ONE YEAR)**

- Requires completion of H&I orientation
- Must attend all monthly H&I subcommittee meetings
- Assumes the duties of the Chairperson if the Chairperson is absent.
- If the office of Chairperson becomes vacant, the Vice-Chairperson assumes the functions of Chairperson until a new one is elected by the West Tennessee Area Service Committee.
- Works closely with the Chairperson to become familiar with the Chairperson duties.
- Works with Panel Leaders and Panel Members to assure that volunteers are placed as Panel Members
- Serves as Panel Coordinator at facilities that have multiple meetings.
- Attends H&I presentations when applicable to observe and assist the Panel Members in carrying a clear NA message.

**SECRETARY: (SUGGESTED CLEAN TIME REQUIREMENT SIX MONTHS)**

- Must attend all monthly H&I subcommittee meetings
- Requires completion of H&I orientation
- Records minutes from all H&I Sub-Committee meetings.
- Keeps current records of all Sub-Committee members including clean dates, phone numbers, and e-mail addresses

**PANEL LEADER: (SUGGESTED CLEAN TIME REQUIREMENT NINE MONTHS)**

- Requires completion of H&I orientation
- Must attend all H&I subcommittee meetings
- Chooses panel members from committee members that are qualified panel members
- Informs Panel Members of the rules of the facilities and procedures for conducting the presentation
- Conducts H&I presentations in accordance with policies of the Sub-Committee and the rules of the facilities being served
- Accepts responsibility for the Panel Members attending the meeting
- Informs the Vice-Chairperson, well in advance, if unable to attend a scheduled presentation and finds a replacement
- Panel Leader or assist the Vice-Chairperson in doing so.

- Reports at each Sub-Committee meeting the status of the presentations
- Serves as a mentor for new Panel Members
- Notifies the facility in advance in the event of a presentation cancellation
- Notifies the Chairperson or Vice-Chair, and Panel Members in advance in the event of a presentation cancellation
- Term of position is one year as Panel Leader at the same facility.

#### PANEL MEMBERS: (SUGGESTED CLEAN TIME REQUIREMENTS SIX MONTHS)

- Requires completion of H&I orientation
- Must attend two(2) H&I subcommittee meetings a year
- Observes at least one H&I facility presentation before sharing
- No panel members should ever invite others to participate in a H&I presentation
- Is responsible to the Panel Leader
- Informs the Panel Leader, well in advance, if unable to fulfill their commitment and assist in finding a replacement.
- Is able to share a clear Narcotics Anonymous message of recovery
- Becomes familiar with the policies of the Sub-Committee and the rules of the facility being served

#### H&I SUBCOMMITTEE MEMBERS:

- Should never show up unannounced at any facility for a H&I presentation. (all panel members are chosen by a panel leader)

**NOTE:** In order to qualify for any of the above positions, a person needs to come to an H&I meeting and inform the subcommittee of their desire to serve. Some committee members are required to attend all monthly subcommittee meetings. In the event of unforeseeable circumstances those members should make sure that their committee functions are presented to the committee by the proper person.

#### SUB-COMMITTEE INELIGIBILITY:

To be eligible to become a member of the Hospitals & Institutions Sub-Committee of the West Tennessee Area having a NA sponsor is mandatory.

- Any member of the Sub-Committee can be disqualified from any further panel activity or Sub-Committee position if they do not

comply with conditions set forth by the Sub-Committee, but can regain eligibility when they can comply with the conditions of the Sub-Committee.

#### CONDITIONS FOR DISQUALIFICATION

- Loss of continuous clean time.(relapse)
- Participation in drug substitution programs such as methadone maintenance
- Refusal to comply with Sub-Committee guidelines, panel member orientation, presentation formats, and rules of the facilities being served