



GREATER ALBUQUERQUE AND BOSQUE METRO AREAS HOSPITALS & INSTITUTIONS SUBCOMMITTEE GUIDELINES

DEFINITION AND PURPOSE OF THE METRO AREAS H&I SUBCOMMITTEE

The Greater Albuquerque and Bosque Areas Metro Areas H&I Subcommittee is a volunteer group of members of Narcotics Anonymous which exists for the purpose of carrying the NA recovery message to addicts in hospitals, recovery houses, prisons, and related facilities. To be helpful to the residents, we are governed by the individual rules of the facility and further impose certain standards on ourselves. The Metro Areas H&I subcommittee is a group of men and women, members of Narcotics Anonymous, who believe in the concept:

TO ASSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY WE PROVIDE THE NECESSARY SERVICES.

Regular Metro H&I subcommittee business meetings are held at a time and location chosen by the subcommittee.

FOUNDING PRINCIPLES OF THE METRO AREAS H&I SUBCOMMITTEE

- The Metro Areas H&I subcommittee is a subcommittee established jointly by the Greater Albuquerque Area Service Committee (GAASC) and the Bosque Area Service Committee (BASC) of Narcotics Anonymous. Working jointly, the Metro Areas H&I Subcommittee serves to fulfill the purpose of carrying the NA message to addicts in hospitals and institutions in our adjoining communities.
- Funding for the Metro Areas H&I subcommittee shall be by donation from the founding ASC's and is strictly voluntary.
- All decisions regarding the acceptance or amendment of these guidelines shall require acceptance of both ASC's to become binding.

FUNCTIONS OF THE METRO AREAS H&I SUBCOMMITTEE

1. Communication and disbursement of all information to and from all panels through their panel leader/coordinator.

2. The distribution of Narcotics Anonymous literature to the panel leaders.
3. To conduct a monthly business meeting.
4. To provide an H&I service representative for participation in the regional H&I subcommittee.
5. To coordinate the development of any new H&I meetings/presentations.
6. The election of panel coordinators/members to communicate with the facilities and panel coordinators/members to conduct the H&I meetings/presentations.

ELECTED OFFICERS

The Metro Areas H&I subcommittee's officers shall consist of two co-chairpersons and a secretary. The GAASC and the BASC shall each designate one co-chairperson. The secretary shall be elected by a majority vote of the subcommittee at large.

Eligible voters on the H&I subcommittee include: officers, panel coordinators, panel leaders, panel members, and other subcommittee members who have been at attendance at two consecutive subcommittee meetings.

Any subcommittee officer, except for the co-chairpersons, may be removed from office by a majority vote of the Metro Areas H&I subcommittee. The co-chairpersons serve at the pleasure of their sponsoring area service committee.

In the event of resignation by the secretary, the subcommittee shall elect a new secretary as soon as a willing member from the fellowship is found to serve in the position. If the secretary is absent from a meeting, the presiding co-chairperson may designate a temporary secretary.

QUALIFICATIONS AND DUTIES OF OFFICERS

A. Co-chairpersons Requires a minimum of two (2) years of continuous clean time, plus a one (1) year involvement in H&I work.

1. The co-chairpersons shall conduct the meetings and shall report on the work of the subcommittee to their respective area service committees. The Bosque ASC co-chairperson shall be designated to preside at meetings held January through June, and the Greater Albuquerque ASC co-chairperson shall be designated to preside at meetings held in July through December. In the event the designated co-chairperson is not present to preside at a meeting, the other co-chairperson shall fulfill those duties.

2. Prepare the monthly subcommittee agenda; brings before the general meeting of the subcommittee matters they should act upon.
3. Carry out policies of the subcommittee.
4. Appoint subcommittee members to ad-hoc and standing committees when required.
5. Represent the Metro Areas H&I subcommittee at their respective ASC meetings.
6. Attend the RGRSC regional H&I subcommittee meetings.
7. The co-chairpersons shall coordinate new panels and panels where the coordinator has resigned, until a panel coordinator is assigned.

B. Secretary Requires a minimum of one (1) year continuous clean time

1. Takes minutes of all subcommittee meetings.
2. Copies and distributes those minutes.
3. Keeps record of all subcommittee members, including addresses and telephone numbers.
4. Keeps records of all hospitals, institution, and recovery house guidelines, rules and regulations.
5. Maintains updated list of all panel members.
6. Maintains archives of H&I subcommittee records.

C. Literature Liaison Requires a minimum of six (6) months of continuous clean time plus ninety (90) days involvement in the Metro Areas subcommittee, and/or approval of the Metro Areas H&I subcommittee.

1. Is responsible for ordering literature for the H&I subcommittee and distribution to the panel coordinators and leaders.
2. Is responsible to band together literature into packets and label for distribution to each panel.

D. Panel Coordinator Requires a minimum of one (1) year of continuous clean time plus ninety (90) days involvement in the Metro Areas subcommittee, and/or approval of the Metro Areas H&I subcommittee.

1. Instructs panel leaders of facility requirements, regulations, and general rules covering H&I meetings/presentations.
2. Maintains regular contact with the panel leaders.
3. Keeps an open line of communication with the facility.
4. Calls upon the officers and general subcommittee membership for any necessary assistance.
5. Attends monthly Metro Areas subcommittee meetings.
6. Submits monthly reports.

E. Panel Leader Requires a minimum of one (1) year of continuous clean time, experience as a panel member, and willingness to be of service. Elected by the Metro Areas H&I subcommittee at one of its regular meetings, after being approved by the facility when necessary and/or approval of the Metro Areas H&I subcommittee.

1. Attends the regular H&I subcommittee meetings. It is suggested that panel leaders attend the monthly Metro Areas H&I subcommittee meetings, but must attend at least quarterly. By not attending at least quarterly, voting privileges may be forfeited.
2. Should be familiar with the subcommittee and facility rules.
3. Reminds the panel members of both the facility's and the subcommittee's rules.
4. Makes sure the supplies are available (literature, etc.) and that the meeting/presentation goes as it is scheduled.
5. Submits a monthly written or verbal report to panel coordinator.

F. Panel Member Requires a minimum of ninety (90) days of continuous clean time and demonstrates a willingness to be of service. Clean time requirement is contingent upon facility requirements.

1. Should be familiar with the Metro Areas H&I subcommittee and facility rules.
2. Should be familiar with the Metro Areas H&I subcommittee Do's and Don'ts.

GENERAL INFORMATION

1. 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 conform to the requirements of these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
2. Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any Metro Areas H&I subcommittee assignments.
3. No Narcotics Anonymous meeting regularly conducted under the auspices of the Metro Areas H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its designated leader. This condition must be acceptable to the facility being served.
4. 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. This is designed to avoid possible conflict of interests and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with

or use influence in any facility, court, or hospital; nor with any judge, doctor, probation, or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of narcotics Anonymous: recovery from addiction through our spiritual program. Of course, those members may participate on panels going to other facilities.

5. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders/coordinators.
6. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.
7. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility, if applicable.
8. All H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
9. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel leaders so that they will be in full knowledge of their responsibilities in connection with their individual assignments.
10. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message- our experience, strength, and hope. H&I speakers should try to get residents involved with the H&I meeting/presentation through reading materials as well as through direct sharing.