

## **Purpose and definition of the Subcommittee:**

The West Tennessee Area H&I Subcommittee 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 ADDICTION**. This Subcommittee 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 ensure that a clear message of Narcotics Anonymous is presented to the residents of the facilities served by the H&I Subcommittee of the West Tennessee Area, we must adhere and educate our members on the NA World Service and WTA H&I Guidelines. As an H&I Subcommittee, it is our **responsibility** to adhere to the rules of the institutions we serve, and impose the standards set by the WTA H&I guidelines, World Services on ourselves. The rules and standards of the facility served will be respected and followed but shall not oppose those of the WT Area and NA World Services.

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

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

## **FUNCTIONS OF THE SUBCOMMITTEE:**

- 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, limited to include the Introduction to NA, IPs, and the White Booklet.
- 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 Subcommittee.
- To educate the Fellowship and train Subcommittee members.
- To document all correspondences with facilities served by the H&I Subcommittee and all actions taken by the Subcommittee.

**ELECTED POSITIONS:**

- The elected positions of the Subcommittee are the Chairperson, Vice Chairperson, Secretary, Literature Person, and Panel Leaders. All positions are elected by a consensus of the Subcommittee except the Chairperson, who is elected by the West Tennessee Area Service Committee.
- All positions held by H&I Subcommittee members are commitments of service for one year.
- If an elected Subcommittee 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 Subcommittee at the next business meeting.

**QUALIFICATIONS AND DUTIES OF ELECTED SUBCOMMITTEE MEMBERS:****CHAIRPERSON: (SUGGESTED CLEAN TIME REQUIREMENT TWO YEARS)**

- Cannot be an employee of any treatment facilities, regardless of whether said facility is served by the WTS H&I Subcommittee.
- Requires completion of H&I orientation.
- Elected by the West Tennessee Area Service Committee.
- Must attend all monthly H&I Subcommittee meetings.
- Presides at Subcommittee meetings.
- Prepares an agenda for all Subcommittee meetings.
- Maintains order at the meeting.
- Provides representation of the Subcommittee 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 Subcommittee budget to be submitted to the West Tennessee Area Service Committee.
- [Responsible for continual education on guidelines imposed by WTA, World Services, and the facilities served.](#)
- [Keeps record, in association with the secretary, of each facility served, associated contacts, and guidelines.](#)
- [Appoints temporary Secretary if seat is absent.](#)

**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.
- Attends H&I presentations when applicable to observe and assist the Panel Members in carrying a clear NA message.
- [Serves as Secretary if the seat is absent.](#)

**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 Subcommittee meetings.
- Keeps current records of all Subcommittee members including clean dates, phone numbers, and email addresses.
- [Keeps a working document including a list of facilities served, including the facility's rules/guidelines, associated contacts, and a list of all Panel Members and Leaders for said facility.](#)

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

- [Cannot be an employee of the treatment facility he/she serves at.](#)
- Requires completion of H&I orientation.
- Must attend all H&I Subcommittee meetings.
- Chooses Panel Members from committee members that are qualified Panel Members.
- [Should be familiar with the policies of the subcommittee, World Services, and the facility being served.](#)
- 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 Subcommittee 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 Subcommittee 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-Chairperson, 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.](#)
- For facilities with multiple meetings, a coordinator may be approved by the H&I Subcommittee as panel coordinator. If facility has gender segregated meetings, then a male and female panel coordinator may be chosen for each.

#### **PANEL MEMBERS: (SUGGESTED CLEAN TIME REQUIREMENT SIX MONTHS)**

- Requires completion of H&I orientation.
- 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 Subcommittee, World Services, and the rules/guidelines of the facility being served.](#)

#### **OBSERVER: (CLEAN TIME REQUIREMENT NINETY DAYS)**

- Observes at least two (2) H&I facility presentations.
- [Shall Not Share](#)
- [Becomes familiar with the policies of the Subcommittee, World Services, and the rules/guidelines of the facility being served](#)

### INDIVIDUAL SPEAKER DISCLAIMER

If the quorum per H&I guidelines cannot be met, with the facility's permission, a panel leader/member may act as a speaker, by choice, and carry a message of recovery **without identification of NA WTA H&I Subcommittee.**

- Required to clearly state to facility that they do not represent NA, in anyway, but are simply sharing their personal experience, strength, and hope, by laying out some basic symptoms and characteristics of the disease, and showing how NA has brought about recovery. A narrative of events accomplishes little, but a sharing of feelings, self-image, turning points, new awareness, etc., carries a powerful message of recovery and the fact that our disease is progressive, incurable, and fatal.
- Notifies Panel leader and Subcommittee, in writing, when Quorum is not met, decision to carry message alone, and who at facility granted permission to carry message alone.
- Requires completion of H&I orientation, including orientation of facility rules, by Panel Leader.
- Individual holds final accountability

### 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)
- Shall never speak about other members at H&I presentations.
- Shall never give phone number to individual clients, but may, if requested, give to a facility representative.

**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 proxy or the proper person.

**SUBCOMMITTEE INELIGIBILITY:**

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

- Any member of the Subcommittee can be disqualified from any further panel activity or Subcommittee position if they do not comply with conditions set forth by the Subcommittee, but can regain eligibility when they can comply with the conditions of the Subcommittee.

**CONDITIONS FOR DISQUALIFICATION**

- Loss of continuous clean time. (relapse)
- Participation in drug substitution programs such as methadone maintenance/suboxone.
- Refusal to comply with Subcommittee guidelines, Panel Member orientation, presentation formats, and rules of the facilities being served.

**Guidelines updated January 2024**