

SOUTH KING COUNTY AREA NARCOTICS ANONYMOUS HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES

I. PURPOSE AND SCOPE

The South King County Area (SKCA) Narcotics Anonymous (NA) Hospitals and Institutions (H&I) Subcommittee (SC) is responsible for carrying the message of recovery into hospitals and institutions whose residents have limited access to regularly scheduled NA meetings. An H&I meeting/presentation may also be held where such a meeting better suits the needs of the addict within the facility.

The H&I SC initiates, coordinates, and conducts all H&I meetings/presentations in the 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. The SKCA H&I SC is a standing subcommittee of the SKC Area Service Committee (ASC). It is accountable to the ASC in ALL matters.

II. SUBCOMMITTEE FUNCTIONS

A. To conduct a monthly business meeting. This will include officer reports, Panel Leader reports and old/new business discussions in order to provide an atmosphere to share experience and constructive feedback.

B. To select the members who are to conduct H&I panels in the SKCA.

- A panel consists of the Panel Leader and one or more speakers sharing a message of NA-based recovery. A panel can be in the form of a meeting or presentation per Panel Leader's discretion.

C. To coordinate the development of new meetings/presentations with the SKCA Public Relations (PR) SC if appropriate.

D. To serve as an NA literature distribution point for all panel leaders at all facilities. The SC will be accountable to the ASC for literature on a monthly basis.

E. In conjunction with all other SCs, to participate in learning days, workshops and orientations on relevant topics.

F. To provide a representative for the Washington Northern Idaho Region (WNIR) quarterly meeting.

III. Elected Officers

SC Officers include the following:

Chair

Vice Chair

Secretary

Alternate Secretary

PR Liaison

Literature Coordinator

Panel Coordinator

Panel Leader (non-officer elected position)

Ø Elected officers should attend every regular SC service meeting. The SKCA H&I SC will use the World Service Committee (WSC) H&I handbook as a guide in all H&I matters. The elected officers shall perform the duties outlined by these guidelines.

A. Panel Coordinators will be elected for a facility which has multiple **Panel Leaders** only and shall be chosen from the Panel Leaders who serve the facility in question. This position exists solely to have one focal point between a facility and the SKCA H&I SC.

B. All officers are to be elected by majority votes of eligible SC members. Except for the Chair, who is elected by the ASC. **The SC votes on a recommendation to ASC for Chair in July and the Chair is elected at ASC in August. The Vice Chair should be voted in August after the Chair has been elected by ASC.**

C. 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 two consecutive SC meetings, such that they can vote at the second meeting.**

D. 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.

E. 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. **Panel Coordinators are elected for a term of two years and are eligible for a third one year term, followed by two years of ineligibility (suggested). All other positions are elected for a period of one year and can be re-elected for a second one year term followed by one year of ineligibility (suggested).**

F. **All other elected positions should be instated annually to start in January and end in December, but if someone leaves a position early then an interim will be selected by the Chair and voted on by the SC to finish the term and can be elected at the start of the next term. Elections for positions are held in December of each year.**

G. **When electing members to new positions, all of the position's qualifications and duties should be read prior to election. Members must be present at the H&I SC in order to be elected.**

H. 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:

1. Loss of abstinence (results in automatic resignation)
2. Non-fulfillment of duties.
3. Non-attendance at the regular SC meeting without notification of the SC. The Chair may be removed from office by the ASC.
 - **Missing 2 consecutive meetings without notifying the SC may result in a letter of non-compliance**
 - **Third consecutive missed meeting can result in removal from position**
4. **Third instance of non-compliance results in immediate removal from position**
5. **All officers have the right to address the SC in regards to non-compliance**

I. In the case of Chair resignation, the Vice Chair shall automatically assume the Chair position until the ASC is able to elect a new Chair. Should the **H&I** Vice Chair decline, the **ASC** Vice Chair will assume H&I Chair responsibility, until the ASC can select a new **H&I** Chair.

J. 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.

IV. QUALIFICATIONS AND DUTIES OF OFFICERS

A. CHAIR:

1. A minimum of two years uninterrupted clean time, with at least one year of prior SKCA H&I experience as either an elected officer or Panel Leader is suggested.

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.

3. The Chair works with the Secretary to prepare an agenda for the regular SC meeting, using the sample 'Typical Agenda' given in the WSC H&I Handbook as a guide.

4. The Chair receives letters of non-compliance from the Secretary and distributes accordingly. Verbal warnings may be given prior to letters of non-compliance.

5. The Chair attends each ASC meeting and provides a monthly report. This report should include information on:

- Meeting/presentation changes in status of panels or changes in Panel Leaders
- New meeting/presentations
- Coordination with other subcommittees
- Upcoming Area or Regional learning days
- Operation expenditures (within SKCA H&I SC monthly allotment for literature, administration, and special one-time expenses)
- 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 reached by the ASC to the SC.

6. The Chair attends the quarterly meetings of the WNIR H&I SC and provides to the Region a report using the 'Regional H&I report form' provided to us by the Region. The Chair brings a report back to the SKCA H&I SC as well. The Chair makes the Regional Report available to SC if possible.

7. The Chair must approve written correspondence with any facility, except facility clearance applications. The Chair makes initial contact with new facilities with the Public Relations Chair, 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 Vice Chair). No contact with any facility is to be done alone.

B. VICE CHAIR:

1. A minimum of one year of uninterrupted clean time and six months of SKCA H&I experience as either an elected officer or Panel Leader is suggested.

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 regular SC meetings.

3. Coordinates the orientations of new SC members using the Panel Member Orientation Packet

- Asks orientees to highlight "the NA message" in the Orientation Packet
- Asks orientees to circle the most applicable Traditions (Traditions 1, 3, 5, 6, 10, 11, 12)
- Hands out the facility information sheet and current panel leader phone list

- Encourage Panel Members to get oriented once a year

4. Trains the Panel Coordinators and Panel Leaders, using the specific Do's and Don'ts for each position, if the Panel Coordinator is unavailable. When training, the Vice Chair instructs Panel Leaders to read "the NA message" and "Do's and Don'ts" on the backside of the Panel Presentation Format before each panel to verify each panel member understands and can share a clear message of NA based recovery. Vice Chair makes new Panel Coordinators and Panel Leaders aware of any special conditions at each facility.

5. Coordinates panels at new facilities until Panel Leaders are elected.

6. Performs "special assignments" as they originate out of SC business.

C. SECRETARY:

1. A minimum of one year uninterrupted clean is suggested.

2. Access to computer and printer required.

3. The Secretary should take an accurate set of minutes of each regular SC meeting. The minutes should be distributed to all SC members and elected officers prior to the next meeting with a reminder of the upcoming SC meeting (email suggested).

4. The Secretary should note the attendance and report cases of non-compliance to the SC as they become apparent. Secretary will send letters of non-compliance to the Chair as directed by the SC and will keep copies of all letters of non-compliance with monthly meeting minutes.

5. The Secretary should keep an ongoing file (and provide secondary files to Alternate Secretary) of:

- All correspondence (to include but not limited to letters of non-compliance)
- Monthly SC meeting minutes, notes, and agendas
- Information for all meetings/presentations
- Contact persons/phone lists
- Copy of monthly budget expenses (including literature and administration)
- Blank report forms, literature forms, and blank meeting agendas
- Facility rules and volunteer application/clearance forms for correctional facilities as obtained from the Panel Coordinators

6. The Secretary should draft correspondence using '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.

7. It is the Secretary's responsibility to train the Alternate Secretary for the course of one year to prepare the Alternate Secretary to be eligible for election as Secretary.

D. ALTERNATE SECRETARY:

1. Minimum of one year uninterrupted clean time is suggested.

2. Access to computer and printer required.

3. The intent of this position is that the Alternate Secretary will be eligible to be elected as Secretary after completing one year of training as the Alternate Secretary.

4. The Alternate Secretary acts as Secretary in any and all matters in the case of the Secretary's absence during regular SC meetings.

5. The Alternate Secretary also keeps a second set of the Secretary's ongoing files for back-up purposes (as noted in Secretary guidelines).

6. The Alternate Secretary should keep a monthly up to date list of H&I volunteers who have been through an H&I orientation and are available as Panel Members. This function includes calling H&I Panel Member volunteers once a year to make sure all information on lists is accurate. This list should also keep track of all volunteers who have been processed for clearance into correctional facilities. The Alternate Secretary should coordinate with correctional facility Panel Coordinators to keep this list up to date.

E. PR LIAISON

1. A minimum 6 months uninterrupted clean time is suggested and has attended at least one H&I or PR subcommittee meeting prior to election.

2. Attends both H&I and PR subcommittee meetings and reports on current activities of one subcommittee to another.

F. LITERATURE COORDINATOR:

1. A minimum one year uninterrupted clean time is suggested and three months prior attendance at the SKCA H&I SC meeting is suggested.

2. The Literature Coordinator (LC):

- Obtains literature orders from Panel Coordinators/Leaders whose facilities need it, using the form provided by the SC.
- Individual orders will be reviewed to insure the total order does not exceed ASC budget limits (per guidelines or past major motions).
- Obtains approved NA literature from the SKCA Literature SC and schedules/directories from Directory Chair, then distributes them accordingly.
- Literature disbursements shall be reported to the SC for inclusion in the Chair's report to ASC.
- Must stamp all literature obtained with the SKC address and Helpline phone number before distribution to the SC.
- Keep an inventory of all literature.

3. The LC ensures that only WSC approved literature, "Reaching Out", or "NA Way" is provided to Panel Leaders/Coordinators. Books are provided to jails/prisons (see literature order form). Meeting schedules should also be provided.

G. PANEL COORDINATOR:

1. Uninterrupted clean time must meet all facility requirements, and six months involvement with the SKCA H&I SC is suggested. The designated PC must also be a Panel Leader (PL) for the facility which he/she is coordinating.

2. It is suggested that the PC participate with PR in order to gain experience regarding professional interaction with correctional facilities and treatment centers.

3. The Panel Coordinator (PC) ensures that all meeting/presentations at the facility are held per facility rules and run per H&I SC policy.

4. Trains new Panel Coordinator and new Panel Leaders using the specific Do's and Don'ts for each position. PC instructs Panel Leaders to read "the NA message" and "Do's and Don'ts" on the backside of the Panel Presentation Format before each panel to verify each panel member understands and can share a clear message of NA based recovery. PC makes new Panel Coordinators and Panel Leaders aware of any special conditions at each facility.

5. The PC:

- Acts as liaison between the facility and the H&I SC
- Keeps in contact with the facility on matters of SC policy/business; reports facility policy changes to SC
- Keeps a schedule of all meetings/presentations with a list of current Panel Leaders
- Keeps other Panel Leaders at the facility current with available Panel Members (providing PLs with a Panel Member phone list)
- Maintain an inventory of existing literature in jails, institutions, and treatment centers as needed and providing literature to Panel Leaders or to the facility itself
- Keeps in touch with all Panel Leaders and makes sure PLs are taking their panels in. If a Panel Leader is unable to take in a panel then the PC is responsible for making sure they, an existing PL, the H&I SC Vice Chair, or Chair takes the panel in, or otherwise notifies the facility and SC that the panel will not take place.
- Receives monthly reports and literature order forms from Panel Leaders who are unable to attend the SC and must bring Panel reports and literature order forms to the SC monthly.
- Distributes literature to Panel Leaders once order is filled.
- Provide the facilities with literature order forms and encourage the facility to supply its own NA literature.
- If the PC is unable to attend the monthly SC meeting they should delegate their responsibilities to one of their Panel Leaders.

H. PANEL LEADER:

1. A minimum of one year of uninterrupted clean time is suggested and six months involvement with SKCA H&I SC is suggested. The Panel Leader must also meet ALL facility requirements.

2. A Panel Leader (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/presentation and notify the Panel Coordinator or H&I SC Vice Chair or Chair. If none can be reached then the PL is responsible for notifying the facility that the panel is unable to go in.

3. A PL runs each meeting/presentation they are responsible for, per facility rules, and H&I SC guidelines. A PL should begin and end the presentation on time. Panels should be run in accordance with the SKCA H&I guidelines.

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 **guidelines** of the SKCA H&I SC. They must also ensure that each panel member has been cleared for the facility, if appropriate.

5. The PL is responsible for placing their literature order with their PC for the facility and the PC will give the literature to the PL. This will be based on inventory in the facility, the PL’s current inventory on hand and ASC budget limitations.

6. A PL ensures only WSC approved literature are brought into meetings/presentations.

7. If the PL is not the PC, they should keep in close contact with the PC with regard to being informed of the facility rules and clearance procedures.

8. Newly elected PLs must attend the next scheduled monthly SC meeting, then must attend SC quarterly meetings thereafter.

9. PL must attend the following SC meeting quarterly: March, June, September, and December SC meetings. If they miss the quarterly meeting then they are required to notify their Panel Coordinator and attend a SC meeting before the next quarter’s meeting.

10. PL is required to give a monthly Panel Report and literature order to the PC prior to SC meeting, if not attending the monthly SC meeting.

11. PL’s who miss or fail to notify their PC or H&I SC Vice Chair or Chair of missing a meeting/presentation may be found in non-compliance. The SC can take the following actions for PL’s in non-compliance: 1) advisement of non-compliance; or 2) may be removed from position.

I. PANEL MEMBER:

1. Minimum of six months uninterrupted clean time is required to share at an H&I meeting/presentation. Minimum of three months uninterrupted clean time is required to observe at an H&I meeting/presentation if allowed by the facility.

2. A Panel Member must be willing to carry a clear message of NA recovery and must have attended a SKCA H&I Orientation Session. We strongly recommend attending an orientation annually in order to ensure awareness of current information/guidelines regarding H&I policy, as well as providing updated contact information for the Panel Member phone list for use by the Panel Leaders.

3. If a Panel Member is unable to attend the panel they volunteered for, they are required to give 24-48 hours notice to the Panel Leader.

4. A Panel Member may be removed from the Panel Member Phone List if they miss 2 panels or behave inappropriately as determined by the Panel Leader, and may apply to be reinstated after attending the SKCA H&I SC meeting.