

WESTERN MASS H & I SUBCOMMITTEE



**WESTERN MA AREA
OF
NARCOTICS ANONYMOUS**

Hospitals and Institutions Subcommittee
Policy

Revised July, 2020

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I. Definition and Purpose

The Hospitals and Institutions Subcommittee of the Western Massachusetts Area Service Committee (WMASC) is a group of men and women, members of Narcotics Anonymous who believe 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, we may provide necessary services.” (WSO H&I Guidelines)

This concept should always be our primary concern. The purpose of the WMASC H&I is to carry the message of recovery to addicts who do not have full access to regular meetings. These meetings are intended to simply introduce those attending to some of the basics of Narcotics Anonymous.

This committee is a subcommittee of the WMASC and is directly responsible to that committee. The committee is not autonomous in their actions as they have a direct responsibility to the WMASC.

The Area H&I committee is a subcommittee of WMASC. It meets regularly and its chair reports to and is accountable in all matters to the WMASC. The subcommittee is composed of an H&I Chairperson, vice chairperson, secretary, and other elected officers, as well as any other member of the fellowship who wish to be involved.

II. Functions of a Subcommittee

- A. To carry the message and to disburse literature to all facilities throughout our H & I presentations.
- B. To conduct a monthly business meeting.
- C. To provide an H & I service representative(s) to report to the area and regional levels.
- D. To coordinate the development of any new H&I meetings/presentations.
- E. To vote on any business that comes before the subcommittee.
- F. To work in collaboration with other subcommittees as needed i.e.; Fellowship Development, Public relations and neighboring area H&I Subcommittee Etc.

III. Officers

A service board of officers shall consist of a Chairperson, Vice-Chairperson, Secretary, Alt. Secretary, Literature Coordinator, Facilities Coordinator, Commitment Holder, and Orientator.

1. Any subcommittee member/officer who relapses will automatically be removed from their position, and from the contact phone list.
2. Any subcommittee officer is removed after missing two consecutive subcommittee meetings without notifying the chair, vice-chair, and/or secretary or a total of 4 missed meetings with or without notification within a year term.
3. In case of resignation, the vice-chair shall automatically assume the position of Chair until the WMASC elects a new chairperson.
4. Any open position included in the panel of officers will fall under the duty of vice chair until the positions are filled.
5. No member shall be elected for more than 1 full term position.
6. Official WMA H&I orientations may be conducted only by the Chairperson, Vice-Chairperson, or Orientation Leader.

Requirements and Duties of Subcommittee Officers

Chairperson

1. Suggested clean time requirement of (2) two years. The WMASC will be responsible for agreement of waiving this requirement, as this position is elected on an area level. This position is elected in April for a term of one (1) year in accordance with area guidelines..
2. Keeps order in the meeting, discussions on topic, and ensures the traditions and policy are upheld in all matters.
3. Runs meeting per subcommittee agenda.
4. Maintains a link of communication between the subcommittee and the WMASC, including but not limited to giving a detailed monthly report at the WMASC.
5. Attends each meeting of the regional H&I subcommittee and brings a report of its activities back to the area H&I subcommittee.
6. May have other responsibilities depending on the H&I subcommittee.
7. Handles all public relation's contacts that pertain to H&I. This will be done with the direct cooperation of the PR subcommittee.
8. Makes regular reports to the H&I subcommittee on the status of all current or completed projects.
9. The chairperson facilitates the H&I subcommittee meeting and shall only vote to break ties.
10. Shall train and develop the Vice Chair.
11. Ask Qualifying questions for nominated commitment volunteers.
12. If the Vice Chair becomes vacant, the Chair should assume the responsibilities of Vice Chair until a new person is voted in.

Vice Chairperson

1. Clean time requirement is (2) two years.
2. Elected term is (1) one year.
3. Acts as Chairperson in case of Chairperson's absence.
4. Attends regional subcommittee meetings if the chairperson is unable to attend.

5. If the office of chairperson becomes vacant, serves as chair until confirmed by the WMASC or until a new chair is elected.
6. May have other responsibilities depending on the H&I subcommittee.
7. Encouraged to seek nomination as H&I chair.
8. Assumes vacant positions until filled.

Secretary

1. Clean time requirement is (1) year..
2. Elected term is (1) one year.
3. Takes an accurate set of minutes at each monthly meeting, and reports these minutes to the subcommittee members by email, or otherwise, within 7 days of the monthly meeting.
4. Keeps an updated phone and email list of all members within the subcommittee, as well as their position within the subcommittee.
5. Maintains an ongoing file of all correspondence and minutes.
6. Maintains the Google form used for commitment reporting, as well as educates all new commitment holders in the utilization of that form.
7. May have other responsibilities depending on the H&I committee.
8. Update the speaker list and commitment calendar to be sent out with monthly minutes.
9. Will notify chairperson of member eligibility based on policy guidelines prior to any vote taking place at the subcommittee meeting.
10. Shall make available on request a copy of the H&I Policy.
11. Shall train and develop the alternate secretary.

Alternate Secretary

1. Suggested clean time requirement of (1) one year.
2. Shall assume the duties of the secretary on the event of their absence

3. To work in cooperation with the secretary in the performance of duties with the intent of assuming Secretary position on the next election term.
4. May have other responsibilities depending on the H&I committee.

Literature Coordinator

1. Clean time requirement of (1) one year.
2. Elected term is (1) one year.
3. Coordinate and distribute NAWS approved literature and any other items the subcommittee uses in carrying the message.
4. Keeps an accurate and up to date inventory of literature being disbursed by preparing literature for all facilities ahead of time based on need reported from prior month, and keeping the inventory flow sheet accurate provided from the WSO H&I guidelines.
5. Will give an accurate report to the subcommittee of all literature and expenditures on literature.
6. To ensure the accountability for literature, the coordinator will keep an accurate record of all literature disbursed at the monthly H&I subcommittee business meeting. Literature will be disbursed to commitment holders only.

Facilities Coordinator

1. Clean time requirement of (1) one year.
2. Previous service experience as a commitment holder in any facility.
3. Elected term is (1) one year.
4. Liaison between the facilities and the subcommittee; ensures that facilities have contact info for the facilities coordinator.
5. Reports monthly to the subcommittee.
6. Make one contact with the facility each month by telephone and/or email. Face to face contact requires the presence of the subcommittee chair and or/vice chair and the facilities coordinator.

7. Keeps facility contact information and address information up to date, and ensures that H & I secretary has an accurate copy.
8. It is the coordinator's responsibility to see that the meetings/presentations are conducted in accordance with the guidelines of the subcommittee and the rules of the facility by asking if there are any issues the facility would like to discuss or address to the H & I subcommittee.
*If you are approached with a question you do not understand and do not feel comfortable answering, then express the need to bring the question to the subcommittee meeting and you will return to them with an answer.
9. Professionally, present issues or questions that the H & I members feel need to be clarified with the facility.

Commitment Holder

1. Clean time requirement of six months.
2. Serves a minimum of a 6 month term.
3. Will provide the secretary with up to date contact information i.e.; phone number, email.
4. In case of resignation, a notice of resignation would be preferred, but in some cases not applicable such as job change, long-term illness, etc. The committee would prefer that the notice be given at the business meeting, prior to month of resignation, in order not to disrupt the message being carried into facilities.
5. In the event that only a commitment holder is available to attend the commitment, they will contact the facility coordinator to cancel the commitment for the night.
6. No commitment holder will attend any commitment in any facility by themselves .
7. Commitment holders should be voted in by the Western MA H&I subcommittee voting members (see voting members) by a majority rule decision at its regular subcommittee meetings. If there is more than one candidate for the commitment, qualifications will be requested from each volunteer along with New Commitment Holder questions followed by a subcommittee vote.
8. The commitment holder is responsible to ensure that the meeting starts and ends on time. If there are any problems they should be brought to the Facilities Coordinator and included in the monthly H&I subcommittee report via. Google Form.
9. The commitment holder will attend the monthly H&I subcommittee meeting and complete Report Form via Google. (See addendum: Report Form)
 - a. If unable to attend, a monthly report form should be completed and submitted to the secretary.
 - b. Two missed subcommittee meetings without prior notification, commitment will be considered open at that subcommittee meeting.

10. The commitment holder will seek out a guest speaker that meets the clean time requirements. The commitment holder will use their judgment in the selection process as to the ability of the guest speaker to carry a positive Narcotics Anonymous message.
 - a. If you cannot find a speaker, utilize the speaker list found in the minutes.
 - b. Then, if no speaker is found, contact the Facilities Coordinator in adequate time so they can find a speaker or notify the facility.
11. If you are unable to cover your commitment:
 - a. You must first reach out to other commitment holders to find coverage
 - b. Then, if no coverage is found, contact the Facilities Coordinator in adequate time so they can notify the facility.
12. If the commitment holder should miss two (2) commitments without notifying the Facilities Coordinator prior to commitment, the commitment holder will be removed from the commitment.
13. Will review facility rules and regulations, do's and don'ts with each guest speaker prior to commitment.
14. Cannot be presently associated with the facility as an employee or volunteer. Should the circumstances change, one must not participate in that facility for at least 60 days to allow the process of rotation to protect the facility as well as the panel member.
15. In the event of a relapse, the commitment holder will be removed from the commitment and the commitment will be open.

Orientation Coordinator

1. Clean time requirement of (1) one year.
2. Previous experience serving on the H & I subcommittee meetings.
3. Ideally, working knowledge of the H & I handbook and the Twelve Steps, Traditions and Concepts.
4. Maintain an updated phone list of orientated members and their orientation dates.
5. Attend monthly H & I business meetings.
6. Orientations will be conducted as needed, immediately after the H&I subcommittee meeting.
7. At orientation, study and discuss orientation packet as approved by WMASC H & I subcommittee.
8. Orientation Packet attached.

9. Ensure that all H&I trusted servants are Oriented yearly.

Group Representative (for home group commitments)

1. Appointed by their group
2. Liaison between their group and the H&I sub-committee
3. Meets WMA H&I commitment holder requirements. (section above)
4. Responsibilities
 - a. To attend the monthly H&I subcommittee meeting and complete a report form.
 - b. To accept a commitment for their respective group
 - c. To ensure group members provide speakers to their assigned commitment
 - d. Ensure all WMA H&I policies are upheld by group members participating in the group commitment.
 - e. Shall make sure all speakers and commitment volunteers conform to H&I and facility requirements.

IV. H & I Subcommittee Members

Subcommittee Member

1. No clean time requirement to attend monthly business meetings
2. Three months clean is required to sit in and observe a commitment in a facility that allows observers until the clean time is met for other interested positions.
3. Knowledge of guidelines for the local H & I subcommittee.
4. Automatically ineligible to observe in the event of relapse, and may become eligible once able to meet the requirements as set forth by this subcommittee.

V. General Guidelines

1. It is unacceptable to bring any drugs or weapons onto the grounds of any facility or to give money and contraband to any resident of the facilities we serve.
2. You are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive, and is generally all they want. You are not to accept articles made by residents to be sold on the outside.

3. Do not accept or give any correspondence to a resident to any facility while serving on a panel. This includes your personal phone number, or the number of another addict.
4. Any member not conforming to these guidelines or who refuses to abide by the rules and regulations of a facility shall automatically be removed from any H & I subcommittee commitments.
5. No H & I member will interfere with or use influence in any facility, court, or hospital; nor with any judge, doctor, and 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, these members may participate on panels going to other facilities.
6. No NA meeting regularly conducted under the auspices of the H & I subcommittee shall be held in any facility except when directly supervised by the H & I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
7. Facility clean time requirements are acknowledged rigidly by the subcommittee to protect the facility as well as those we are carrying the message to.
8. Excessive use of profanity or the use of vulgar stories in the sharing of any panel member is strongly discouraged by the H & I subcommittee.
9. Commitment holders 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.
10. H&I speakers should try to get residents involved in the meeting through reading material as well as through direct speaking.
11. "MEN WITH MEN, WOMEN WITH WOMEN": In these facilities where they are gender specific, it is important that the appropriate gender service these facilities.
12. Trusted Servants, Commitment holders, speakers and commitment observers cannot be on any drug replacement programs because such drugs are prescribed specifically to treat drug addiction. ie Methadone, suboxone and vivitrol, etc. Our program approaches recovery from addiction through abstinence, cautioning against the substitution of one drug for another. That's our program; it's what we offer the addict that still suffers. (See addendum: Bulletin #29)
13. Voting members consist of all elected positions in the Western MA H&I subcommittee.

VI. Our Relationship with Facilities

We should make it clear from our earliest contact with facility staff that we have no opinions on treatment methods or any other issues other than recovery from addiction through the application of the program of Narcotics Anonymous. The principles of NA are often quite

different from or even in conflict with the principles taught by the treatment centers or other fellowships the residents may be required to attend. This often causes confusion among the residents. Nowhere is this more apparent than in the language used in meetings. Perhaps consistent with our literature, and explaining our literature in terms of our First Step and Sixth Tradition, could be helpful. Those who do H & I service work need to realize the limitations we place on ourselves in order to remain consistent with our traditions while providing H & I services. Encourage all those who do H & I work to become familiar with area subcommittee guidelines.

There may be a necessity for a staff member to be present during a panel presentation per facility guidelines. It is necessary for us to make it clear not only at the initial stage of setting up the meeting, but also on an ongoing basis that their role will be observers only. This also applies if the staff member happens to be a member of NA. While this person is functioning as a staff member of the facility, they wouldn't be able to share about NA without the residents becoming confused about the relationship between the facility and Narcotics Anonymous. This is in keeping with our traditions concerning non-professionalism and non-affiliation (Tradition Eight and Six).

VII: Wait list:

All facilities will be served on a first come first serve basis prioritized by the following:

1. No access to outside meetings.
2. Limited access to outside meetings.

WESTERN MASS H&I SUBCOMMITTEE AGENDA

Opening

- Moment of silence and the Serenity Prayer
- H&I hugs
- Reading of the 12 Traditions and the 12 Concepts
- Officer/admin role call
- Chair report.
- Are there any new members that want to introduce themselves?

Literature

- Literature Coordinator report
- Commitment holder literature needs

Facility Coordinator

- Facility Coordinator Report
- Questions or concerns

Commitments

- Attendance and reports
- Removals or concerns regarding attendance
- Is anyone dropping a commitment?
- Waitlist

Old Business

New Business

- Open floor for new business.
- Fill open commitments
- Review Waitlist

Qualification questions

1. Do you have at least one year clean?
2. Are you on any alternative drug replacement therapies i.e. Methadone, Suboxone, Vivitrol etc.?
3. Do you have an NA Sponsor?
4. Do you have NA service experience?
5. Are you willing to take a 6-month commitment that includes attending and reporting to the monthly H&I Subcommittee meeting?
6. Have you ever lost or stepped down from a commitment?
7. Are you willing to attend an orientation and review the do's and don'ts with you selected speakers?
8. Are you working for or affiliated with the [facility] in any way?

CLOSE

Addendums

Bulletin 29

WORLD SERVICE BOARD OF TRUSTEES BULLETIN #29

Regarding Methadone and Other Drug Replacement Programs

This bulletin was written by the World Service Board of Trustees in 1996. It represents the views of the board at the time of writing.

Not all of us come to our first NA meeting drug free. Some of us were uncertain about whether recovery was possible for us and initially came to meetings while still using.

Others came to their first meetings on drug replacement programs such as methadone and found it frightening to consider becoming abstinent.

One of the first things we heard was that NA is a program of complete abstinence and "The only requirement for membership is the desire to stop using." Some of us, upon hearing these statements, may have felt that we were not welcome at NA meetings until we were clean. But NA members reassured us that this was not the case and we were encouraged to "keep coming back." We were told that through listening to the experience, strength, and hope of other recovering addicts that we too could find freedom from active addiction if we did what they did.

Many of our members, however, have expressed concern about individuals on drug replacement programs. Questions come up regarding such individuals' membership status, ability to share at meetings, lead meetings, or become trusted servants on any level. "Are these members clean?" they ask. "Can one really be a 'member' and still be using?"

Perhaps by answering the most important question first—the issue of membership—we can establish a context by which to approach this issue. Tradition Three says that the only requirement for NA membership is a desire to stop using. There are no exceptions to this. Desire itself establishes membership; nothing else matters, not even abstinence. It is up to the individual, no one else, to determine membership. Therefore, someone who is using and who has a desire to stop using, can be a member of NA.

Members on drug replacement programs such as methadone are encouraged to attend NA meetings. But, this raises the question: "Does NA have the right to limit members participation in meetings?" We believe so. While some groups choose to allow such members to share, it is also a common practice for NA groups to encourage these members (or any other addict who is still using), to participate only by listening and by talking with members after the meeting or during the break. This is not meant to alienate or embarrass; this is meant only to preserve an atmosphere of recovery in our meetings.

Our Fifth Tradition defines our groups' purpose: to carry the message that any addict can stop using and find a new way to live. We carry that message at our recovery meetings, where those who have some experience with NA recovery can share about it, and those who need to hear about NA recovery can listen. When an individual under the influence of a drug attempts to speak on recovery in Narcotics Anonymous, it is our experience that a mixed, or confused message may be given to a newcomer (or any member, for that matter) For this reason, many groups believe it is inappropriate for these members to share at meetings of Narcotics Anonymous.

It may be argued that a group's autonomy, as described in our Fourth Tradition, allows them to decide who may share at their meetings. However, while this is true, we believe that group autonomy does not justify allowing someone who is using to lead a meeting, be a speaker, or serve as a trusted servant. Group autonomy stands only until it affects other groups or NA as a whole. We believe it affects other groups and NA as a whole when we allow members who are not clean to be a speaker, chair a meeting, or be a trusted servant for NA.

Many groups have developed guidelines to ensure that an atmosphere of recovery is maintained in their meetings. The following points are usually included:

- Suggesting that those who have used any drug within the last twenty-four hours refrain from sharing, but encouraging them to get together with members during the break or after the meeting.
- Abiding by our fellowship's suggested clean time requirements for service positions.
- Seeking meeting leaders, chairpersons, or speakers who help further our primary purpose of carrying the message to the addict who still suffers.

We make a distinction between drugs used by drug replacement programs and other prescribed drugs because such drugs are prescribed specifically as addiction treatment. Our program approaches recovery from addiction through abstinence, cautioning against the substitution of one drug for another. That's our program; it's what we offer the addict who still suffers. However, we have absolutely no opinion on

methadone maintenance or any other program aimed at treating addiction. Our only purpose in addressing drug replacement and its use by our members is to define abstinence for ourselves. Our fellowship must be mindful of what kind of message we are carrying if a still-using addict leads a meeting, or becomes a trusted servant. We believe that under these circumstances we would not be carrying the Narcotics Anonymous message of recovery. Permissiveness in this area is not consistent with our traditions. We believe our position on this issue reinforces our recovery, protects our meetings, and supports addicts in striving for total abstinence.

Note: This bulletin addresses the use of methadone maintenance as a drug replacement strategy. It is not addressing the medicinal use of methadone as a pain killer. We encourage those who have concerns about the use of methadone in pain management to refer to Narcotics Anonymous pamphlet, In Times of Illness.

Google reporting form

H&I Commitment Report Form

Use this form to submit your report for each of your individual H&I commitments for Pioneer Valley and/or Western Massachusetts.

*** Required**

Commitment Holder *

Please write your first name and last initial, ex. Ashley B.

Your answer

Facility *

Select the facility at which you hold your commitment. If you hold commitments more than one night a month and/or at more than one facility, you'll need to submit a separate report for each.

Choose

Commitment Date *

Date

Speaker(s) *

Write the names of your speaker(s). If they'd like to be added to the speaker list, send them this link:

<https://bit.ly/2YWwNKh>

Your answer

Feedback from Facility Staff

Your answer

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Orientation Packet