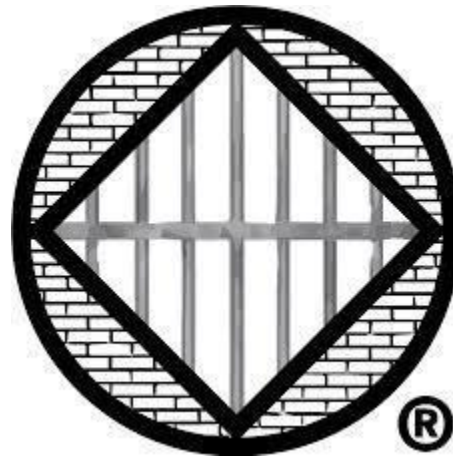


WESTERN MASS H & I SUBCOMMITTEE



WESTERN MASS AREA OF NARCOTICS ANONYMOUS

Hospitals and Institutions Subcommittee Policy

Written and Compiled via Group Conscience of all interested parties from 10/22/23 – 11/26/23, Revised February 18, 2025 via group conscience. Revised January 2025 via group conscience.

TABLE of CONTENTS

- Article I: Definition and Purpose
- Article II: Functions of Subcommittee
- Article III: Officers
- Article IV: Requirements and Duties of Subcommittee Officers
 - Section 1: Chairperson
 - Section 2: Vice-Chairperson
 - Section 3: Secretary
 - Section 4: Alternate Secretary
 - Section 5: Literature Coordinator
 - Section 6: Facilities Coordinator
 - Section 7: Commitment holder
 - Section 8: Orientation Coordinator
 - Section 9: Group Representative
- Article V: H & I Subcommittee Members
- Article VI: Election / Voting Procedures
- Article VII: General Guidelines
- Article VIII: Our Relationship with Facilities
- Article IX: Waitlist
- Article X: Agenda
- Article XI: Addendums
 - a. Qualification Questions - Commitment Holders
 - b. Bulletin 29
 - c. Commitment Holder Orientation Packet

Article 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 wishes to be involved.

Article II: Functions of Subcommittee

Section 1: The Functions of this subcommittee are:

- 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.

Article III: Officers

Section 1: A service board of officers shall consist of a Chairperson, Vice-Chairperson, Secretary, Alt. Secretary, Literature Coordinator, Facilities Coordinator, and Orientation Coordinator.

- A. Any subcommittee member/officer who relapses will automatically be removed from their position, and from the contact phone list.

- B. Any subcommittee officer 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 will be brought forth at the next meeting to discuss and vote on removal from the position for non-fulfillment of commitment.
- C. In case of resignation, the vice-chair shall automatically assume the position of Chair until the WMASC elects a new chairperson.
- D. Any open position included in the panel of officers will fall under the duty of vice chair until the positions are filled.
- E. No member shall be elected to more than 1 full term position.
- F. Official WMA H&I orientations may be conducted only by the Chairperson, Vice-Chairperson, or Orientation Coordinator.

Article VI: Requirements and Duties of Subcommittee Officers

Section 1: Chairperson

- A. Suggested clean time requirement of (2) two years. The WMASC will be responsible for the agreement to waive this requirement, as this position is elected on an area level. This position is elected in December for a term of one (1) year in accordance with area guidelines.
- B. Keeps order in the meeting, discussions on topic, and ensures the traditions and policy are upheld in all matters.
- C. Runs meeting per subcommittee agenda.
- D. Maintains a link of communication between the subcommittee and the WMASC and regional Service Committee, including but not limited to giving a detailed monthly report at the WMASC.
- E. Attends each meeting of the regional H&I subcommittee and brings a report of its activities back to the area H&I subcommittee.
- F. May have other responsibilities depending on the H&I subcommittee.
- G. Handles all public relations contacts that pertain to H&I. This will be done with the direct cooperation of the PR subcommittee.
- H. Makes regular reports to the H&I subcommittee on the status of all current or completed projects.

- I. The chairperson facilitates the H&I subcommittee meeting and shall only vote to break ties.
- J. Shall train and develop the Vice Chair.
- K. Ask qualifying questions for nominated commitment volunteers. See addendum.
- L. If the Vice Chair becomes vacant, the Chair should assume the responsibilities of Vice Chair until a new person is voted elected.

Section 2: Vice Chairperson

- A. Clean time requirement is (2) two years.
- B. The elected term is (1) one year.
- C. Acts as Chairperson in case of Chairperson's absence.
- D. Attends regional subcommittee meetings if the chairperson is unable to attend.
- E. If the office of chairperson becomes vacant, serves as chair until confirmed by the WMASC or until a new chair is elected.
- F. May have other responsibilities depending on the H&I subcommittee.
- G. Encouraged to seek nomination as H&I chair.
- H. Assume vacant positions until filled.

Section 3: Secretary

- A. Clean time requirement is (1) year.
- B. The elected term is (1) one year.
- C. Take an accurate set of minutes at each monthly meeting and report these minutes to the subcommittee members by email, or otherwise, within 7 days of the monthly meeting.
- D. Keep an updated phone and email list of all members within the subcommittee, as well as their position within the subcommittee.
- E. Maintains an ongoing file of all correspondence and minutes.

- F. Maintains documentation tracking commitment holders time in commitment.
- G. May have other responsibilities depending on the H&I committee.
- H. Update the speaker list and commitment calendar to be sent out with monthly minutes.
- I. Will notify the chairperson of member eligibility based on policy guidelines prior to any vote taking place at the subcommittee meeting.
- J. Shall make available on request a copy of the H&I Policy.
- K. Shall train and develop an alternate secretary.

Section 4: Alternate Secretary

- A. Suggested clean time requirement of (1) one year.
- B. Shall assume the duties of the secretary in the event of their absence.
- C. To work in cooperation with the secretary in the performance of duties with the intent of assuming Secretary position on the next election term.
- D. May have other responsibilities depending on the H&I committee.

Section 5: Literature Coordinator

- A. Clean me requirement of (1) one year.
- B. The elected term is (1) one year.
- C. Coordinate and distribute NAWS approved literature and any other items the subcommittee uses in carrying the message.
- D. Keeps an accurate and up to date inventory of literature being disbursed by preparing literature for all facilities ahead of me based on need reported from prior month and keeping the inventory flow sheet accurate provided from the WSO H&I guidelines.
- E. Will give an accurate report to the subcommittee of all literature and expenditures on literature.

To ensure 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. Commitment holders will need to contact literature

coordinator and/or attend monthly H&I meeting to collect needed literature. Clean me requirement of (1) one year.

Section 6: Facilities Coordinator:

- A. Previous experience holding a commitment.
- B. The elected term is (1) one year.
- C. Liaison between the facilities and the subcommittee; ensures that facilities have contact info for the facilities coordinator.
- D. Reports monthly to the subcommittee.
- E. Make at minimum one contact with the facility each month by telephone, text and/or email. Face to face contact requires the presence of the subcommittee chair and or/vicechair and the facilities coordinator.
- F. Keeps facility contact information and address information up to date and ensures that the H & I secretary has an accurate copy.
- G. 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 1. Have all commitments shown up? 2. Do you have any questions or concerns? 3. Is this facility in need of more literature? 4. Can we please review our current contact information for your facility? Gain at least two contacts ensuring one is for afterhours/evening. Phone, cell and email if possible. If you are approached with a question that 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.
- H. Professionally, present issues or questions that the H & I members feel need to be clarified with the facility.

Section 7: Commitment Holder

- A. Minimum clean time requirement of six months.
- B. Commitment holders must be oriented biennially (every two years) before putting on a commitment in person, via Zoom or by phone.
- C. Serves a minimum of a 6-month term.
- D. In the 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 the month of resignation, in order not to disrupt the message being carried into facilities.
- E. Will provide the secretary with up-to-date contact information i.e., phone number, email.
- F. 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.

- G. No commitment holder will attend any commitment in any facility by themselves.
- H. 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.
- I. The commitment holder will seek out a guest speaker that meets the clean time requirement of 6 months. 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.
 - b. Then, if no speaker is found, contact the Facilities Coordinator in adequate time so they can find a speaker or notify the facility
 - c. The commitment holder must advise the qualified speaker of the Do's and Don'ts
- J. 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.
- K. 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.
- L. 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.
- M. In the event of a relapse, the commitment holder will be removed from the commitment and the commitment will be open.
- N. Will review facility rules and regulations, do's and don'ts with each guest speaker prior to commitment.

Section 8: Orientation Coordinator

- A. Clean time requirement of (1) one year.
- B. Previous experience serving on the H & I subcommittee meetings.
- C. Ideally, working knowledge of the H & I handbook and the Twelve Steps, Traditions and Concepts.

- D. Maintain an updated phone list of orientated members and their orientation dates.
- E. Attend monthly H & I business meetings.
- F. Orientations will be conducted as needed, immediately after the H&I subcommittee meeting.
- G. At orientation, study and discuss orientation packets as approved by the WMASC H & I subcommittee.
- H. Commitment Holder Orientation Packet is attached.
- I. Ensure that all H&I trusted servants are Oriented biennially.

Section 9: Group Representative (for home group commitments)

- A. Appointed by their group.
- B. Liaison between their group and the H&I sub-committee
- C. Meets WMA H&I commitment holder requirements. (sec on above)
- D. Responsibilities
 - a. To attend the monthly H&I subcommittee meeting and/or 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.

Article V: H & I Subcommittee Members

Section 1: Subcommittee Member

- A. No clean me requirement to attend monthly business meetings.
- B. Three months clean is required to sit in and observe a commitment in a facility that allows observers until the clean me is met for other interested positions.
- C. Knowledge of Do's and Don'ts..
- D. 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.

Article VI: Election / Voting Procedures

Section 1: Nominations/Elections:

- A. Nominations and elections for all officer positions, except the subcommittee chair, will take place at the December subcommittee meeting to correspond with WMA elections. Nominees must be present at the time of nomination and election.
- B. Open positions will be nominated and elected as needed if a position is open.
- C. In the spirit of rotation, it is suggested that no trusted servant serve more than two consecutive 1 year terms.
- D. No Vice Chairperson or other alternate position shall automatically assume the next higher position. Although those positions may be filled temporarily by an alternate during an absence, resignation, or removal, all positions in this committee are filled by members who have been voted in by their respective committees.

Section 2: Voting Procedures:

- A. All business motions require a simple majority consensus to pass. (1 more than 50%)
- B. To pass policy motions the required vote for passage is $\frac{2}{3}$ of voting members present.
 - a. Votes involving policy- all active voting members shall be informed of the date of the vote so they have the opportunity to participate.
- C. The chairperson only votes in the event of a tie.
- D. Voting members consist of all following:
 - a. Vice Chair
 - b. Secretary
 - c. Orientation Coordinator
 - d. Facilities Coordinator
 - e. Literature Coordinator
 - f. All active commitment holders

Article VII: General Guidelines

Sec on 1: General Guidelines / Do's & Don'ts for Commitments:

- A. 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.
- B. 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.

- C. Do not accept or give any correspondence to a resident to any facility while serving on a panel. It is strongly suggested to not give out your personal phone number, and never give the number of another addict.
- D. 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.
- E. 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.
- F. 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.
- G. Facility clean time requirements are acknowledged rigidly by the subcommittee to protect the facility as well as those we are carrying the message to.
- H. Excessive use of profanity, use of vulgar stories or glorification in the sharing of any panel member is strongly discouraged by the H & I subcommittee.
- I. 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.
- J. H&I Commitment Holders should try to get residents involved in the meeting through reading material as well as through direct speaking. Speaker meetings are not required as long as two or more addicts are together for the commitment.
- K. "MEN WITH MEN, WOMEN WITH WOMEN": In these facilities where they are gender specific, it is important that the appropriate gender service these facilities.
- L. 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. i.e. 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 s ll suffers. (See addendum: Bulletin #29)

Article VIII: 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).

Article IX: Wait list:

Section 1: All facilities with no access to outside meetings will be categorized and date noted when added to a list. All facilities will be prioritized by the following:

1. Longest wait on the list will have the ***highest priority***.
2. Availability of Commitment holders.

Section 2: Waitlists will be categorized by ALL MEN FACILITY, ALL WOMEN FACILITY, CO-ED FACILITY

Article X: Agenda/Meeting Format:

WESTERN MASS H&I SUBCOMMITTEE AGENDA

Opening

- Moment of silence and the Serenity Prayer
- Reading of the 12 Traditions
- Officer/admin role call
- *Chair report* - update committee on anything that has been done since the last meeting or thing you would like to discuss at this meeting.
- Are there any new members that want to introduce themselves?

Commitments

- Attendance and reports
- Removals or concerns regarding attendance
- ****Will fill commitments in New Business****

Literature

- Literature Coordinator report
- Commitment holder literature needs

Facility Coordinator

- Facility Coordinator Report
- Questions or concerns

Old Business

- Open Items from last month (Secretary read last month's new business)

New Business

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

CLOSE

Qualification questions (For New Commitment Holders)

1. Do you have at least the required clean me for this commitment?
2. Are you on any alternative drug replacement therapies i.e. Methadone, Suboxone, Vivitrol etc.?
3. Do you have a 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 your selected speakers?
8. Are you working for or affiliated with the [facility] in any way?

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 unless 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 anyone; this is meant only to preserve an atmosphere of recovery in our meetings.

Our Fifth Tradition defines our group's purpose: to carry the message that any addict can stop using it 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 has used to lead a meeting, be a speaker, or serve as a trusted servant. Group autonomy stands only unless 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 me 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.

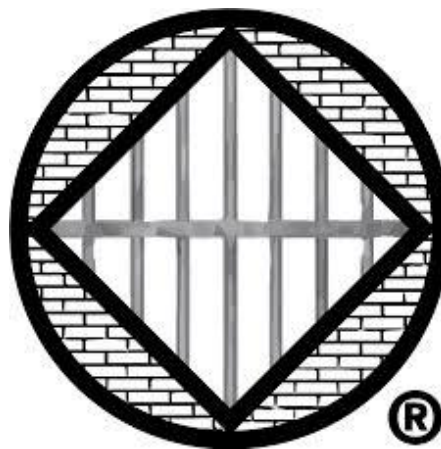
We make a distinction between drugs used by drug replacement programs and other prescribed drugs because such drugs are prescribed specifically as addiction treatment. Our program approaches recovery from addiction through abstinence, cautioning against the substitution of one drug for another. That's 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 painkiller. We encourage those who have concerns about the use of methadone in pain management to refer to Narcotics Anonymous pamphlet, In Times of Illness.

Western Mass Area of Narcotics Anonymous Hospitals and Institutions Commitment Holder Orientation

“It is through the unity of members in their service efforts, and a cooperative attitude toward the public, that helps the NA message of recovery grow.”



Western Mass Area H&I SUBCOMMITTEE Orientation

H&I orientation is a period that allows NA members to become familiar with H&I work so they are not rushed into it without any preparation for this service. Many people are quite apprehensive about getting into H&I for a variety of reasons. Do not be put off, everyone has something to offer. This packet has been compiled by the Western Mass Area H&I Subcommittee to give a brief outline of some

of the specifics that will be important for you as a commitment holder. The *H&I Handbook* gives a much more in-depth look at H&I work in Narcotics Anonymous if you decide you want to learn more about this rewarding type of service. Part of your initial orientation was to attend a H&I presentation or two as an observer. This gave you a chance to just listen at first and see how an H&I presentation really works. Also, this helps many feel more comfortable when they take on a commitment.

The Presentation Format

There are a variety of formats that we use when carrying the message into facilities, but there are some key points to keep in mind about them. The format of any H&I presentation may vary from meeting to meeting depending on the type of facility. In short-term facilities, the format will be more focused on the speaker carrying a message into the residents, while at a long-term facility we may encourage more participation from the residents. Whatever format is chosen, we get the residents involved with a question and answer session during the last 10-15 minutes of the presentation **ALLOW THIS TIME**.

In H&I we are carrying the message into the facility. At an H&I presentation we are not there to dump our problems, but rather to help these addicts become aware of what NA is and how it works in our lives. In effect, an H&I presentation is an introduction to our fellowship for addicts. The commitment holder should let the speaker know what the format is before the presentation and should be able to answer any questions they may have about it. If you would like to see samples of a variety of formats, there is an explanation of several of them in the *H&I Handbook*. Also, you may be asked to stay after the meeting for a while to talk with the residents if that is allowed.

Personal Commitments

Please **DO NOT** volunteer for an H&I commitment holder position if:

- A. You are unable or unwilling to attend or report to the monthly H&I Subcommittee Meeting.
- B. You are unable or unwilling to gain the necessary information from your facility; speaker information, literature needs, concerns, etc. and report it accurately via the digital reporting form, monthly.
- C. You do not have a reliable source of transportation.
- D. You're unable to commit to the same time and nights consistently for the entire 6-month commitment.
- E. You are unwilling to familiarize yourself with the H&I Subcommittee Policy and the protocols set forth regarding finding speakers and/or coverage for a commitment you're unable to fulfill.

Questions and Answers

This a good idea to encourage questions concerning what was presented at the

meeting or other general questions about NA, but there are a few things you should keep in mind. Please remember that NA has no opinion on outside issues. Occasionally during the question and answer period or when talking after the presentation, the residents will ask us to give an opinion on outside issues such as:

- M. Other recovery programs or fellowships.
- N. The facility, i.e., "Do I need to stay in treatment?"
- O. Drug Replacement Therapy.
- P. Many other issues that do not pertain to recovery from addiction in the Narcotics Anonymous Fellowship.

It is especially important that we are not drawn into these types of discussions! Always remember to only share your experience, strength, and hope about **YOUR** recovery in Narcotics Anonymous.

Working with Others: Men with Men, Women with Women

Some facilities house only men or only women. Other facilities house both men and women but keep them separate. In these facilities, where your presentations will consist of only men or only women, we require that only same-sex Narcotics Anonymous members should participate. Remember, our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Experience has taught us that we can avoid these problems if we follow this simple guideline.

Do's and Don'ts for H&I Participation

Do's

- Do** Make directories of outside meetings available to residents.
- Do** Clarify the facility's rules with anyone you bring in.
- Do** Review the Do's and Don'ts with EVERY speaker.
- Do** Start and end on time!
- Do** Briefly explain what H&I is.
- Do** Make it clear that NA is separate and distinct from the facility as well as other fellowships.
- Do** Try to get residents involved, especially those in long-term facilities (i.e., literature person, coffee maker, readings, etc.)
- Do** Obey all dress codes. Exercise common sense and dress appropriately.
- Do** Keep staff aware of your whereabouts at all times.
- Do** Ensure all literature you bring into a facility is stamped with the local helpline number.
- Do** Screen all speakers carefully, especially regarding the clean time, the ability to share a Narcotics Anonymous message, and other requirements per policy.

Don'ts

- Don't** Attend a H&I Presentation alone.
- Don't** Attend if affiliated with the facility in any way.
- Don't** Break another person's anonymity or tell his or her story.

- Don't** Debate any issues involving facility rules or regulations.
- Don't** Get involved in discussions on outside issues; remember why we are there.
- Don't** While sharing, put too much focus on what it was like. They already Know.
- Don't** Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
- Don't** Discuss conditions within the facility, or opinions about staff members.
- Don't** Carry excessive cash or wear expensive or flashy jewelry.
- Don't** Show favoritism to any resident(s).
- Don't** Take messages in or out of the facility.
- Don't** Give out any other person's address or phone number.
- Don't** Carry in any contraband items, such as cigarettes (if applicable) or weapons.

Remember at all times that you have a responsibility to the facility, to the residents, and to NA. If you observe the above suggestions, and follow the Twelve Traditions, you will uphold your responsibilities to all three.

To the commitment holders

Flexibility is an asset in choosing the format of the meeting. There are many different types of formats that may be used; however, whichever format is chosen it is important that the H&I commitment holder maintain control in the meeting. Many times, the use of extremely liberal formats will cause the meeting to be unruly and difficult to control. The chairperson should call on speakers one at a time rather than letting the discussion go spontaneously. This will allow for more control in keeping the meeting recovery oriented.

When allowing residents to participate in a topic discussion it is important to:

- L. First introduce the topic and share. This sets a recovery-oriented tone.
- M. Call on several residents and then guest speakers. Repeat this process until the end of the meeting.

Regardless of the format you use, a question and answer period should always be used for the last 10-15 minutes of the meeting.

We may not have all the answers to questions asked by residents or employees of facilities. **DO NOT TRY TO ANSWER A QUESTION YOU DON'T KNOW THE ANSWER TO!** Tell them you will bring the question back to the subcommittee and have them return the answer to them.

Avoid a return to old attitudes when you walk into a facility. We need to remember that ours is a program of attraction, and our attraction lies in the ways we have changed. Education about sharing the NA way may benefit any format ie we speak in "I" statements, we do not crosstalk, we start by saying "I'm an addict" and end by saying "thanks for letting me share", we use NA language such as using, clean, and recovery instead of inferring to a particular substance with words like sober.

Now we must ask ourselves, just what is “the message” we are trying to carry? Is it that we never have to use again? Is it that, through recovery, we cease being likely candidates for jails, institutions, and early deaths? Is it the hope that an addict, any addict, can recover from the disease of addiction?

Well, it’s all of this and more. The message we carry is that, by practicing the principles contained within the Twelve Steps, we have had a spiritual awakening. Whatever that means for each one of us is the message we carry to those seeking recovery.

-It Works How & Why Page 86 Step Twelve