

Bergen Area H&I Service Committee Policy

Definition and Purpose:

The Bergen Area H&I Subcommittee is a volunteer group from the fellowship of Narcotics Anonymous, existing for the express purpose of carrying the NA message of recovery to men and women in correctional institutions, hospitals, and recovery houses.

While we NEVER police any willing member of this subcommittee, there are guidelines that the trusted servants and all committee members are expected to uphold.

COMMITMENT TO REPRESENT NA

Any member is automatically disqualified for further H&I activity upon loss of their clean time but may become eligible when they meet the requirements again.

We do not waive clean time or H&I experience for any commitments

As H&I volunteers, we must remember that when we attend an H&I meeting, we are viewed as representatives of NA. The Fellowship may be judged on how we conduct ourselves. Common courtesy is essential! Therefore, we should arrive at the facility early. We should start and end the meeting on time. We should respect the dress code of the facility. We treat everyone we meet - staff, patients, inmates, and guests - with respect. Our actions in these facilities reflect NA as a whole and will carry a message of recovery.

Special meetings or ad hoc committees can be called at any time by any H&I member. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all members.

Any member who has attended 2 of the previous 3 meetings, including the present meeting, is eligible to vote. Each member shall have one vote in all matters; the Chair will only vote in the event of a tie.

Any H&I panel chair who fails to attend two (2) consecutive unexcused subcommittee meetings will be reduced to a panel member. If a panel member misses four (4) consecutive unexcused meetings, they will be removed from the panel.

If a Trusted Servant does NOT fulfill their described responsibilities, they may be removed by a 66% vote.

I. Attendance of Members

- a) All trusted servants must attend all H&I subcommittee meetings. If they cannot attend, they must communicate with the panel members.
- b) All H&I members including panel chairperson must attend one subcommittee meeting each month. The panel must submit a report twice per month (First Friday and Third Wednesday).

Bergen Area H&I Service Committee Policy

II. Functions of the H & I Subcommittee:

- a) To conduct two regular business meetings per month.
- b) To serve as a communications link for H&I between Bergen Area, Regional H&I and World Services.
- c) To serve as a distribution point for Literature to the facilities and their clients.
- d) To conduct workshops and orientations on relevant topics.

III. Structure of Elected Officers:

A Service board of officers shall consist of a

- Chairperson
- Vice Chairperson
- Secretary
- Liaison
- Literature Chair

Voting Process: Voting is based on a simple majority (51%) except where noted. In some circumstances, like the removal of trusted servants, a 66% super majority will be required.

Eligible Voters include:

- All sub-committee members who have been at two (2) out of three (3) meetings prior to an election. Exceptions will not be made for excused absences.
- For impromptu (non-policy motions), those who are present can vote.
- For policy changes, the motion must be mentioned at two subcommittee meetings prior to the vote of subcommittee members. Only those who have been at two (2) out of three (3) meetings prior to an election can vote. Exceptions will not be made for excused absences.
- Any Committee officer may be removed from their position by a 2/3rds (66%) super majority vote of the H&I Subcommittee. Since the Chairperson is elected at the BASC, they must be removed by a 2/3rds majority vote at the BASC. If needed, the Committee will bring a motion to the BASC to have the Chairperson removed.
- Officers are elected for a term of one year and will be eligible for re-election for a second term of one year, followed by two years of ineligibility for that position. Nine (9) months of an unexpired term constitutes full term.

IV. Requirements for Officers & Responsibilities

CHAIRPERSON:

Qualifications:

Bergen Area H&I Service Committee Policy

1. Will be nominated by H&I subcommittee with 51% of the vote during elections at the November subcommittee and our current Chairperson will bring the selected nominee to the November BASC meeting.
2. Requires three (3) years uninterrupted clean time plus a minimum of 18 months BASC H&I Subcommittee experience. The candidate must be familiar with H&I policy, subcommittee, and institutions rules and regulations, and understand the responsibilities of the commitment.
3. Must have an NA sponsor, NA Home Group, and must be off all medically assisted treatment, medical marijuana and drug replacement therapies including the vivitrol shot.
4. Must have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts.
5. Must have the willingness to serve.

Responsibilities:

6. Is a member of the Executive Committee of the Bergen Area and must attend all BASC Executive Meetings and JAC Meetings.
7. Carry out policies and directions for the Sub-Committee.
8. Works with Liaison to appoint panel chairperson and panel members for institutions served by the BA H&I Subcommittee.
9. Attend all Regional H&I meetings.
10. Attend all BASC meetings and reports to committee all H&I business.
11. Keeps meetings in order.
12. Keep discussion on topic.
13. Prepare agenda for each subcommittee meeting.
14. Ensure that the traditions are upheld in all matters.
15. Maintains a link of communication between the H&I Subcommittee, BASC, and Regional H&I.
16. Prepares, mentors, and teaches the Vice-Chair the position and duties of H&I Chair.
17. If necessary, may be removed by a 66% vote by voting members in attendance.

VICE CHAIR:

Qualifications:

1. Requires two (2) years of uninterrupted clean-time plus one (1) year activity with the BASC H&I Subcommittee.
2. Elected by 51% of voting members in attendance.
3. Must have an NA sponsor, NA Home Group, and must be off all medically assisted treatment, medical marijuana and drug replacement therapies including the vivitrol shot.
4. Must have a working knowledge of the 12 Steps and 12 Traditions.
5. Must have the willingness to serve.

Responsibilities:

Bergen Area H&I Service Committee Policy

6. Assumes Responsibilities of chair in the event of the chair's absence or becomes vacant
7. Attends BASC meetings and/or Regional H & I meetings in the absence of the Chairperson.
8. Attends panel presentations at random to ensure each panel is following the H&I guidelines and the facilities regulations. (or selects experienced designee).
9. Reviews Dos and don'ts with each member attending the 1st and 2nd subcommittee meeting (or selects experienced designee to assist).
10. Facilitates an annual H&I picnic.
11. Facilitate two (2) H&I Learning Days a year.

SECRETARY:

Qualifications:

1. It is required that the Secretary have one (1) year of uninterrupted clean time plus nine (9) months of activity with the BASC H&I Subcommittee.
2. Elected by 51% of voting members in attendance.
3. Must have an NA sponsor, NA Home Group, and must be off all medically assisted treatment, medical marijuana and drug replacement therapies including the vivitrol shot.
4. Must have a working knowledge of the 12 Steps and 12 Traditions.
5. Must have the willingness to serve.

Responsibilities:

6. Keep accurate minutes at all subcommittee meetings and provide printed copies at the next subcommittee.
7. To keep accurate attendance at H&I subcommittee meetings.
8. To keep a file of all hospitals, institutions, and recovery house guidelines, rules, and regulations (if available).
9. To be responsible for printing or copying H&I flyers, etc.
10. To be responsible for maintaining updated phone/e-mail lists for all Bergen Area H&I members.
11. Distributes Do's and Don'ts to all new members.
12. Provides copies of panel commitments for all trusted servants at each subcommittee meeting.

LITERATURE CHAIR:

Qualifications:

1. Requires at least nine (9) months of uninterrupted clean time plus six (6) months of activity with BASC H & I Subcommittee.
2. Elected by 51% of voting members in attendance.
3. Must have an NA sponsor, NA Home Group, and must be off all medically assisted

Bergen Area H&I Service Committee Policy

treatment, medical marijuana and drug replacement therapies including the vivitrol shot.

4. Must have a working knowledge of the 12 Steps and 12 Traditions.
5. Must have the willingness to serve.

Responsibilities:

6. To obtain literature from BASC monthly meetings.
7. To keep a record of money used on literature.
8. To create packets of literature for each of the commitments when the literature is obtained from Area.
9. To have literature available for panel members.

LIAISON:

Qualifications:

1. Requires minimum of three (3) years uninterrupted clean time plus (18) months of activity with BASC H&I Subcommittee.
2. Elected by 51% of voting members in attendance.
3. Must have an NA sponsor, NA Home Group, and must be off all medically assisted treatment, medical marijuana and drug replacement therapies including the vivitrol shot.
4. Must have a working knowledge of the 12 Steps and 12 Traditions and 12 concepts.
5. Must have the willingness to serve.
6. Two (2) year commitment.

Responsibilities:

7. Appoints panel chairperson and panel members in conjunction with Subcommittee chair for institutions served by the BASC H&I Subcommittee.
8. Keeps an open line of communication with all facilities BASC serves.
9. Calls upon the executive body and general subcommittee membership for any necessary assistance.
10. Provides records of all facilities guidelines, rules, and regulations to H&I secretary when available.
11. Works with the Chair to ensure continuity in the facilities.

There is no Treasurer, since BASC funds all activities of the H&I Subcommittee.

Any member of Narcotics Anonymous wishing to participate in the Subcommittee of H&I must attend two (2) general meetings of the Subcommittee before joining. No clean time is required to join

V. Structure of Panels:

Bergen Area H&I Service Committee Policy

PANEL CHAIRPERSONS:

Requires nine (9) months of uninterrupted clean time plus a minimum of three (3) months of current BASC H&I experience.

Responsibilities:

1. Gives an oral report at each bi-weekly H & I general subcommittee meeting
2. Gives overall direction to their panel
3. Responsible to ensure the panel goes into the facility each week
4. Attends all Subcommittee general meetings
5. Ensures the speakers have been briefed and prepared with the dos and don'ts so they carry a clear NA message
6. Ensures that the speaker is aware of and can abide by all BASC H&I guidelines and facility requirements.

If an excused absence is needed, a panel report must be submitted via phone call, text or email, including speakers, any atmosphere issues, and literature needed unless a panel member is present and can give the report. If a panel chair has two (2) consecutive unexcused absences from the subcommittee meetings or 2 unexcused absences from the panel they will be reduced to a panel member. If they miss 4 subcommittee meetings, they will be removed from their panel.

All guest speakers must have six (6) or more months of uninterrupted clean time and must be prepped by the panel chair or the panel member that asks them to speak.

PANEL MEMBER:

It is REQUIRED to have a minimum of 90 days of uninterrupted clean time, from all mood and mind- altering substances including alcohol and all medically assisted treatment, medical marijuana and drug replacement therapies including the vivitrol shot.

Panel members that do not attend 4 consecutive unexcused subcommittee meetings will be removed from their panel.

Responsibilities:

1. To be familiar with the rules of the Subcommittee as well as those of the institution
2. To consistently attend presentations assigned to them and if unable to make contact the Panel Chairperson
3. Must attend bi-weekly subcommittee meeting at least once a month,
4. Responsible for doing a reading or can read suggestions until they reach 6 months to speak on commitment.

Bergen Area H&I Service Committee Policy

VI. General Information:

Any member is automatically disqualified from further H&I activity upon the loss of their clean time but may become eligible when they can conform to the requirements. Being clean for the purpose of this H&I Subcommittee shall be construed as freedom from the use of any narcotic, including alcohol and drug replacement therapies (as per NAWS Bulletin 29: Regarding Methadone and Other Drug Replacement Programs).

Any members not conforming to the foregoing requirements or to any others which might be here after added or who refuses to abide by the rules and regulations of the facilities in which BASC H&I is serving, shall automatically be relieved of an H&I assignment previously granted.

No NA presentation regularly conducted under the auspices of this subcommittee shall be held in any institution, except under direct supervision of a regularly delegated panel member specifically appointed by this subcommittee. He / She must also be acceptable to the authorities of the institution being served.

No member will involve themselves with any other activity at any institution that this committee serves, to avoid possible conflict and the resulting damage to:

- ➔ The inmate or patient on the inside.
- ➔ The working ability and the privilege of this subcommittee to carry the message inside the institution. For these reasons no member will interfere with any influence of any institution, court, or hospital, nor with any judge, doctor, probation office, or parole officer. Nor will any members make any comments or promises regarding employment, parole, probation, or medical problems.

The length of clean time required by each institution is to be rigidly upheld by all panel members and guest speakers.

All speakers and panel members share their only experience, strength and hope on recovery.

Excessive use of vile, profane or filthy stories is strictly prohibited by this committee.

No member of NA on parole will be allowed to participate in or attend an NA presentation in an institution served by this subcommittee without the express permission of the authorities of said institution.

No panel presentation associated with BASC H&I shall ever be conducted by one subcommittee member. All panels' presentations must have at least two members of Narcotics Anonymous present.

No Chair/Panel member can remain on a commitment for longer than 2 years, except for the Bergen County Jail (BCJ) commitments.

Bergen Area H&I Service Committee Policy

Failure to comply with the foregoing regulations shall be sufficient grounds for review of the suitability of a panel member.

VII. Do's and Don'ts:

NA is a program of complete abstinence from all drugs including MAT. All H&I members must abide by the clean time requirement.

All panel members, speakers, and chairperson(s) must be screened. (6 months or more clean time is required to share on an H&I commitment).

Remember that this is a “we” program.

WE NEVER GO IN ALONE!!

DO'S

No addict should feel that he/she is being preached to

Do Remember that an addict is an addict, regardless of age, race, sex, etc

Do tell them that there is fun in recovery, i.e., social events, fellowship, etc

Do Acknowledge and validate their feelings and emotions

Do Acknowledge and validate their clean time. (if mentioned)

Do Clarify the rules with whomever you bring into the facility to speak

Do Adhere to the security regulations at all times

Do Keep the staff informed of your whereabouts

Dress appropriately, exercise common sense

Do Make information of outside meetings available to the residents

Do Use the literature recommended for H&I and NA only

Start and end on time

Do Explain briefly, during the meeting, what H&I is

Do Clearly state that Narcotics Anonymous is separate from the treatment facility and from other fellowships

Do Emphasize that NA recovery is available to all addicts, regardless of drug(s) used

Do Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA) Hospitals & Institutions Handbook 29

Do Involve residents with the meeting, especially those in long-term treatment facilities (readings, etc.)

Do Emphasize the importance of getting to an NA meeting the first day out of the treatment facility

Do Emphasize the importance of a sponsor, regular NA meeting attendance, and group commitments after release

Go over the 9 suggestions

DONT'S

Bergen Area H&I Service Committee Policy

Read too many literature selections at the beginning of the meeting. Keep it short and simple to keep their attention.

Emphasize ‘using days’ while sharing an NA message of recovery

Glorify your past.

Say, “I feel like I’m talking to my kids.”

Compare your bottom to theirs. Patronize anyone

DON'T BRING ANYTHING IN OR OUT

Use your cell phone

Accept money or gifts from, or give money or gifts to, any resident

Give anyone within the facility your address or telephone number

Provide anyone with another NA member’s address or telephone number

Bring in anyone who is not supposed to be there (sponsee(s), friends, guests)

Break another person’s anonymity

Bring any contraband items or weapons into the treatment facility

Take messages and carry letters in or out of the facility

Show favoritism to any resident(s)

Bring an NA member who has friends and/or family in the treatment facility

Wear flashy jewelry and don’t carry excessive cash

Debate any issue involving the treatment facility’s rules, regulations, programs, or other fellowships with residents and staff

Discuss conditions within the treatment facility

Discuss treatment staff members with residents

Discuss resident(s) with the treatment facility staff

Sponsor resident(s) in the treatment facility that you are attending as an H&I member for 6 months after they are out