

Westside Area Hospitals & Institutions

Sub-Committee Guidelines

I. Definition

The Westside Area Hospitals and Institutions Committee (WAHIC) is a standing sub-committee of the Westside Area Service Committee (WASC), which is composed of interested members of the Fellowship of Narcotics Anonymous (NA) who believe in the concept, *"To ensure that no addict seeking recovery, need die without having had the chance to find a better way of life. From this day forward may we provide the necessary services."*

II. Purpose

The concept stated in our definition is our primary purpose, so that when an addict who is in a correctional institution, hospital, or recovery house reaches for recovery, NA will be there. The WAHIC shall be directly responsible to the WASC and ultimately to the members we support with panels in the Westside Area.

III. Functions

- A. To communicate the message of recovery and to disburse literature to institutional panels.
- B. To conduct monthly business meetings.
- C. To provide an H&I service representative at the Area and Regional levels.

IV. Membership

Clean-time requirement

Membership is open to any clean member with at least 6 months clean time. Clean time for the purpose of this committee means abstinence from all drugs.

Eligibility

Any prospective new member must attend 2 consecutive sub-committee meetings of H&I, and on the 2nd meeting is eligible for a panel pending approval of the H&I sub-committee. Any former member of the WAHIC that has maintained clean time can petition the subcommittee for re-instatement and can be voted in as a panel leader or panel chair with sub-committee approval. It is suggested that all Westside Area H&I members have a working knowledge of the 12 Steps, 12 Traditions, and the 12 Concepts of Service.

Relapse

Any member of the WAHIC is automatically disqualified from all H&I activity upon relapse and become eligible again with 6 months of consecutive clean time.

Panel Assignment

Priority is given to new members who attend 2 meetings and are eligible to take an open panel. If all panels are filled, panel leaders who have more than one panel will be asked to give up a panel for the new member, however, current panel leaders have priority for an open/new panel if they give up an old panel to allow new member participation.

V. Voting

- A. Eligible voters include the Panel Chairperson, Panel Leaders, elected officials, and eligible members of the committee.
- B. The H&I Subcommittee Chairperson will vote only in the event of a tie.
- C. Any issue to be voted on will be decided by a majority of all voting members present.
- D. Guidelines will not be waived the first time an issue is raised. The issue in question will be tabled for 30 days until the next H&I monthly meeting. At that time, if the issue cannot be resolved, the guidelines may be waived if a majority vote allows.
- E. Any member who does not attend 2 monthly meetings in a row loses their vote and will not be allowed to vote until they have attended 2 consecutive meetings.

VI. Trusted Servants and Duties

- A. **Chairperson:** Suggested 3 years clean time and a minimum of 1-year current H&I experience. Chairperson cannot serve longer than 2 years. Responsibilities include:
 - 1. Attending all WAHIC meetings.
 - 2. Preparing the monthly WAHIC meeting agendas to include any matters to discuss or that need action.
 - 3. Carrying out policies and orders for the committee.
 - 4. Conducting the election of Panel Chairpersons and Panel Leaders for the purpose of filling vacant panels. Fills in on open panels as needed until a suitable replacement can be found.
 - 5. Attending all regional H&I and WASC meetings.
 - 6. Producing a report to submit to the WASC once monthly.
 - 7. Appointing ad-hoc committees for special needs of this committee.
 - 8. Ensuring that the 12 Traditions and the 12 Concepts of Service are observed in all matters.
 - 9. Training the Vice-Chairperson in the duties of the Chairperson.

- B. **Vice-Chairperson:** Suggested 2 years clean time and a minimum of 1-year current H&I experience. Responsibilities include:
 - 1. Attending all WAHIC meetings.
 - 2. Assuming the responsibilities of the H&I Chairperson when necessary.
 - 3. If the office of H&I Chairperson becomes vacant, serves as the Chair until a new Chairperson is elected.
 - 4. Helping the H&I Chairperson keep proceedings running smoothly.
 - 5. Coordinating new panels.
 - 6. Welcoming and conducting new members orientation
 - 7. Providing suggested format to Panel Leaders
 - 8. Maintaining all hospital, institution, and recovery home guidelines. Requests that panel leaders obtain facility guidelines, if necessary.

- C. **Secretary:** Suggested 1-year clean time and 6 months H&I service experience. Responsibilities include:
 - 1. Attending all WAHIC meetings.
 - 2. Taking an accurate set of minutes at each monthly meeting and makes them available at the beginning of the next monthly meeting and at the WASC meeting.
 - 3. Maintaining an ongoing file of all correspondence and minutes.
 - 4. Keeping accurate records of all committee members including current email addresses and phone numbers.

- D. **Literature Coordinator:** Suggested 1-year clean time and 6 months H&I service experience. Responsibilities include:
1. Attending all WAHIC meetings.
 2. Discussing literature needs with Panel Leaders at monthly subcommittee meetings.
 3. Coordinating purchasing literature needs with the WASC Literature official based on the voted monthly budget and ensuring all receipts are obtained and available to the WAHIC to review.
- E. **Panel Chairperson:** Suggested 1-year clean time and 6 months H&I service experience. Responsibilities include:
1. Attending all WAHIC meetings.
 2. Calling Panel Leaders at least once each month to maintain communication between Panel Leaders and the WAHIC.
 3. Instructing Panel Leaders in institutional requirements, regulations, and general rules covering the institution being served.
 4. Attending initial panel with new Panel Leaders in order to familiarize the new Panel Leader with the facility.
 5. Acting as a liaison between the given facility and the WAHIC.
 6. Reporting attendance and/or any other problems to the WAHIC meeting.
 7. Providing an up-to-date report to the WAHIC secretary.
- F. **Panel Leader:** Suggested 6 months clean time and attendance of two consecutive WAHIC meetings. A vote may occur to begin panel duties on the second consecutive WAHIC meeting attended, however, the Panel Chair, WAHIC Chair or Vice Chair must accompany leader to their first panel to ensure proper initiation. Responsibilities include:
1. Attending all WAHIC meetings and collects necessary literature here.
 2. Familiarity with the WAHIC and institutional rules.
 3. Accepts responsibility for the conduct of any speaker taken into the institution and instructs speakers, in advance, regarding regulations of the institution being served and the use of the NA language.
 4. Reports problems and/or special needs regarding panel to the panel chairperson.
 5. Presents panel with NA literature and related information for the WASC.
 6. In the event the Panel Leader fails to attend the panel twice in a six-month period the panel leader is subject to dismissal from panel.
- G. **Panel Speaker:** Suggested 90 days of consecutive clean time. Has working knowledge of the 12 Steps, NA literature, sponsorship and service. Responsible for adhering to general rules of conduct or guidelines designated by facility.

VII. General Rules of Conduct

Any member who does not observe these General Rules of Conduct, or otherwise refuses to abide by the rules or regulations of the institution being served, are subject to relief of holding any WAHIC service position.

- A. In conducting all WAHIC service we observe: the 12 Steps, 12 Traditions, and the 12 Concepts of Service of NA, as well as the "Do's and Don'ts" guidelines for H&I service available in NAWs online resources which includes but is not limited to:
- It is recommended that speakers avoid using profanity.

- Do not take anything from panel attendees (inmates or patients) including (but not limited to) phone numbers, messages, books, pamphlets, clothing, personal items, or gifts.
- To avoid possible conflict and observe confidentiality as a Panel Leader
- We will not serve on a panel at an institution where they are employed.
- No Panel Leader will interfere, use influence, or make promises in an institution, court, hospital, nor with any patient, inmate, judge, doctor, probation or parole officer. We carry *only* the NA message.
- No provocative dress or behavior is inappropriate on a panel.

VIII. General Information

- A. No NA panel regularly conducted under the auspices of the WAHIC shall be held in any institution except under the direct supervision of a regularly delegated Panel Leader. They must be acceptable to the authorities of the institution being served.
- B. Length of clean time, and any other clearance requirements, required by each institution is to be rigidly upheld by all Chairpersons and Panel Leaders.
- C. All panels must be covered by H&I sub-committee members in good standing.

Note: These suggested revised guidelines are designed to conform with the Westside Area Service Committee Guidelines to local service and the WSO H&I Handbook.