

## **Boulder Area Hospitals and Institutions Subcommittee Guidelines**

### **Article I: Name and Purpose**

The Boulder Area H&I Subcommittee is a group of service members of Narcotics Anonymous (NA), which exists for the purpose of carrying the NA recovery message to addicts in hospitals, recovery houses, prisons, and related lockdown facilities. H&I members are governed by the general rules of the facilities in which we operate.

This subcommittee is a subcommittee of the Boulder Area Service Committee (BASC) and we shall maintain effective communication and complete accountability to the BASC.

Regular H&I subcommittee business meetings are to be held on the second Saturday of every other month or the Saturday following the BASC meeting date.

### **Article II: Functions of the Subcommittee**

- The election of officers and panel coordinators to communicate with the facilities we serve and each facility must have a panel coordinator who meets the requirements for the position
- Communication and disbursement of all information to and from all panels through their panel coordinator
- The disbursement of NA literature to the panel leaders
- To conduct bi-monthly business meetings
- To provide a H&I service representative for participation at the area and regional level
- To coordinate the development of new H&I meetings/presentations and orientations

### **Article III: Elections**

The subcommittee's officers shall consist of chairperson, vice chairperson, secretary, CD librarian, and panel coordinators. All officers are to be elected by a majority vote of the subcommittee, except the chairperson, who is elected by the BASC.

- Eligible voters are anyone who has been actively participating in H&I service and must be present at the time of vote.
- All officers are elected by a term of one year and will be eligible for reelection.
- If an officer is absent for more than two consecutive subcommittee meetings it is grounds for dismissal.
- Any subcommittee officer, except for the chairperson, may be removed from office by a majority vote of the subcommittee.
- In the case of resignation, the vice chairperson shall automatically assume the position of chairperson until the BASC is able to elect a new chairperson.

#### **Article IV: Qualifications and Duties of Officers**

**Chairperson** BASC guidelines require two years clean time and six months of prior H&I experience and a one year term commitment. The chairperson must adhere to BASC guidelines as well as H&I subcommittee guidelines, BASC guidelines state a two year term limit

- Prepares the bi-monthly subcommittee agenda
- Coordinates panels in the absence of panel coordinator or until a new panel coordinator is assigned
- Assumes position of the CD librarian in the absence of the CD librarian or until a new CD librarian is assigned
- Carries out policies and orders literature with the H&I literature order forms
- Represents the subcommittee at the area and regional level
- Keeps a list of addresses, and contact information for all hospital and institutions the subcommittee is serving
- Maintains updated list of all panel coordinators
- Maintains updated list of all service members
- Maintains and provides written and electronic guidelines

**Vice Chairperson** requires one-year clean time and six months involvement with the subcommittee.

- Assumes the role of the chairperson in the event of his/her absence
- Assumes the role of secretary in the event of his/her absence

**Secretary** requires one-year clean time.

- Takes minutes of all subcommittee meetings and copies and distributes those minutes
- Keeps a record of all subcommittee members including phone and email

**CD Librarian** requires one-year clean time, basic knowledge of CD burning, audio recording technology, and owns or has access to a computer.

- Responsible for obtaining and maintaining speaker CD's from various sources and integrating into the H&I library and asks for speaker's permission to copy CD
- Maintaining the CD library inventory and tracking system
- Works closely with panel coordinators and panel members of meetings which have CD libraries
- Maintains master copies of all CD recordings
- Maintains all H&I facilities CD libraries
- Works with the facility staff to arrange for a CD library drop box

**Panel Coordinator** requires one-year clean time plus at least six months involvement in the subcommittee. Panel coordinators are elected by a majority vote of the subcommittee after being cleared to enter the facility, completed facility orientation, and served in that facility for no less than three months. Panel coordinators are required to attend subcommittee meetings and provide a report.

- Instructs panel members and interested service members on facility requirements, regulations and their general rules
- Responsible for obtaining and maintaining meeting materials, such as literature, schedules, and CD's
- Briefs panel members on CD lending policies, and works closely with the CD librarian to maintain the CD library (if applicable)
- Reports to the subcommittee on the facility meetings

- Participates in learning days or orientations
- Maintains contact with the facility as needed

**Article V: Panel Members** requirements for each facility are as follows:

- No clean time required to attend subcommittee meetings
- 3 months clean time to attend and 6 months clean time required to speak on panels (outside of jails)
- Boulder County Jail- 2 years off paper and 1 year clean

Jail requires members to attend orientation and fill out volunteer application, which includes a background check

- Adams County Jail- 2 years off paper and 1 year clean to share, 6 months to attend

Jail requires members to attend orientation and provide a social security number and driver's license number for a background check.

Panel members in a facility with a CD library must have knowledge of the CD library and the lending process.

Panel members may sponsor individuals in jails and institutions as a member of NA. Members are reminded that when sponsoring individuals you are acting as a sponsor and a member of NA NOT H&I. Your visits must be cleared with the facility coordinator.

**Article VI: Literature**

- The H&I Chairperson may purchase literature using the H&I order forms and must stay within the BASC \$200 budget for H&I.
- BASC H and I literature funds can be utilized to purchase a recorder, CD's, and other materials for the H&I library
- The H&I subcommittee's function is to carry the message to addicts who cannot get it otherwise. Therefore, there are no restrictions on fund raisers or sale of merchandise to supply literature for individuals and groups in the facilities we serve. All activities and functions such as these must be approved by the BASC
- The H&I Regional subcommittee has literature available if the BASC cannot meet the financial needs of H&I

**Article VII: Amendments**

Guidelines may be amended by a subcommittee majority as appropriate.

**Article VIII: General Information**

Any service member of the subcommittee is automatically disqualified from service upon relapse. The member may be eligible for service when he or she meets the guidelines for that position.

Any member not conforming to the rules of the facility shall automatically be relieved of service by either the panel coordinator or subcommittee.

Any member who is volunteering, outside of H&I service, or working in a facility shall not participate in the panels serving that facility. This is to keep the message of NA clear and to avoid personal and professional conflict.

Length of clean time and facility requirements are to be rigidly upheld by the subcommittee and panel coordinators.

You are reminded that the H&I subcommittee exists to share the NA message, our experience, strength and hope in accordance with our fifth tradition which states that we have, *“but one primary purpose, to carry the message to the addict who still suffers.”*