

RIVER COAST AREA SERVICE COMMITTEE
DEFINITION OF AN AREA SERVICE COMMITTEE

An Area Service Committee (ASC) is a committee made up of representatives (GSR's) from Groups within a designated area. Administrative Committee and Sub-Committee Chairpersons, which meets monthly for its member's Groups.

The most important service that an ASC provides is that of its group's needs. When ever a group has a specific situation of need, which it has not been able to handle on its own: it can come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions which are of help to the Groups. It can help Groups get started or give aid to floundering Groups. It may hold workshops or seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its Groups.

In order to provide these services, an ASC needs the active participation of its GSR's. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an Area grows, the financial needs of the committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some Areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a Group.

River Coast Area Hospitals and Institutions Guidelines

Definition & Purpose

The H&I Sub-Committee of the river coast area Service Committee is a group of men & women, members of Narcotics Anonymous who believe in 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 MAY WE PROVIDE THE NECESSARY SERVICES".

This concept should always be our primary concern. This will insure that when an who is housed in a correctional facility, hospital, or recovery house reaches out for recovery. Narcotics Anonymous will be there.

This committee is a Sub-Committee of the River Coast Area Service Committee and is directly responsible to that committee.

Function of the H&I Sub-Committee

A: To carry the message and to disburse literature to all facilities through H&I panels.

B: To conduct a monthly business meeting.

Officers

A service board of officers shall consist of a chairperson, a vice chairperson, secretary. Any Sub-Committee officer or member who relapses will automatically be removed from the Sub-Committee. Any Sub-Committee officer may be removed after missing two consecutive monthly H&I Sub-Committee meetings.

In the case of resignation, the vice chair shall automatically assume the position of the chairperson until ASC elects a chairperson. If the vice chair person cannot or will not assume the position, the area vice chairperson will act as H&I Chairperson until the ASC fills the position.

In the event of resignation by the secretary, the position shall be held open for a period of 1 month or until a willing member from the fellowship is found to serve in the position .

Qualifications and duties of officers

Chairperson:

It is suggested that the chairperson have over one year clean time, plus a minimum of six months activity in H&I work. The chairperson will be elected by the ASC at its annual elections (November) for the term of 1 year in accordance with their guidelines.

Responsibilities include:

- Bringing before the general meeting of the Sub-Committee matters that should be acted upon by the Sub-Committee.
- Carrying out policies and orders for the Sub-Committee
- Attending area service committee meetings
- Attending regional H&I Sub-Committee meetings

Vice Chairperson:

Vice chairpersons should have at least six months clean time and six months experience in H&I work.

Responsibilities include:

- Assumes the responsibility of chairperson in the event of the chair's absence.
- Helps coordinate H&I meetings/presentations by acting as panel coordinator.
- Insures that all panel leaders have adequate literature for their meetings by acting as literature coordinator.
- The vice chair must attend all H&I Sub-Committee meetings as well as ASC meetings. It is suggested that the vice chair attend regional H&I Sub-Committee meetings if possible.

Secretary:

Secretary should have six months clean time and a willingness to serve.

Responsibilities include:

- To record minutes of all Sub-Committee meetings.
- To copy & distribute those minutes
- To keep records of all Sub-Committee members, including addresses & telephone numbers.
- To keep copies of all hospital, institutions, & recovery houses guidelines, rules, regulations and names & phone numbers of contact persons.

Panel Leader:

Requires at least six months uninterrupted clean time, experience as a panel member, and a willingness to be of service. Elected by the H&I Sub-Committee at one of its regular meetings, after being cleared by the facility when necessary.

- Attend the regular H&I Sub-Committee meetings.
- Should be familiar with the Sub-Committee and facility rules.
- Reminds the panel members of both the facility's and the Sub-Committee's rules
- Make sure the supplies are available (literature, etc.) and that the meeting/presentation goes as scheduled.
- Review H&I do's & don'ts with each new panel member and for both to sign.

Panel Member:

Should have at least ninety days clean time and a willingness to serve. He or she shall be qualified and assigned by the H&I Sub-Committee, and cleared by the facilities when ever necessary. H&I panel members are required to:

- Be familiar with the H&I meeting/presentation format
- Be familiar with Sub-Committee, and facility rules.
- Be able to share a message of recovery in Narcotics Anonymous.
- Each new panel member review H&I do's & don'ts with panel leader and both to sign

IN ORDER TO QUALIFY FOR ANY OF THE ABOVE OFFICES, H&I MEMBERS SHALL COME TO THE H&I MEETING AND INFORM THE SUB-COMMITTEE OF THEIR DESIRE TO SERVE.

GENERAL INFORMATION

- Any NA member of the H&I Sub-Committee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines.
- Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any H&I Sub-Committee assignments.
- No Narcotics Anonymous meeting regularly conducted under the auspices of the H&I Sub-Committee shall be held in any facility except when directly supervised by the H&I Sub-Committee or its delegated leader. This appointment must be acceptable to the facility being served.
- Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the Sub-Committee to carry the message inside the facility. For these same reasons, no H&I member will interfere with the or use influence in any facility, court, or hospital; nor with any judge, doctor, 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.
- Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
- Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I Sub-Committee.
- Any member of the H&I Sub-Committee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the Sub-Committee with the express clearance of the authorities of the facility, if applicable.
- H&I panel members 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.
- Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each facility, shall be furnished by this Sub-Committee to all panel members so that they will be in full knowledge of their responsibilities in connection with their individual assignments.
- You are reminded that the H&I Sub-Committee exists to share the Narcotics Anonymous message-our experience, strength, and hope. H&I speakers should try to get residents involved with the H&I meeting/presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release.