

NARCOTICS ANONYMOUS SOUTHERN CALIFORNIA REGIONAL H&I SUBCOMMITTEE GUIDELINES

I. BASIC PURPOSE

The Southern California Regional Service Committee (SCRSC) H&I Subcommittee serves the needs of the Areas within the Region by conducting activities that promote growth, strength and unity of all H&I efforts as needed within the Region and the fellowship.

II. FUNCTION OF THE SUBCOMMITTEE

- A. Is a resource to assist members, groups and areas in their H&I efforts by providing supplies, literature, information and other materials necessary to better carry the message.
- B. Provides a forum or pooling places for Area H&I Subcommittees to share their experience, strength and hope.
- C. Maintains an updated listing of all appropriate facilities within the Region and records which ones are served by which area subcommittee and the type of services that are being preformed.
- D. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an area subcommittee, also known as regional panels.
- E. Conducts workshops to address and/or work on problems the member areas are experiencing or to discuss new methods of H&I work.
- F. Maintains communication with the RSC Committee so that member areas may be informed of its activities. Communication flows both ways between the area and world level throughout the Regional H&I Subcommittee.
- G. To be a subcommittee of the Southern California Regional Service Committee and maintain effective communication and cooperation with that committee.
- H. To follow the Guidelines contained in the WSC H&I Handbook and/or the SCRSC H&I Subcommittee.
- I. Performs any other activities or functions that benefit the H&I effort in the Region, including monthly and/or quarterly business meetings.
- J. The SCRSC H&I Subcommittee shall meet as needed to review guideline revisions.

III. SUBCOMMITTEE MEMBERSHIP

Membership on the SCRSC H&I Subcommittee shall consist of the Chairperson, Vice Chairperson, Secretary, Regional Panel Coordinator, Regional Panel Co-Coordinator, Regional Panel Chairpersons, Regional Literature Disbursement Coordinator, Regional Literature Disbursement Co-Coordinator, Activities Coordinators and Chairpersons of the recognized area H&I Subcommittees or their designated representative; as well as, any member of the fellowship who wishes to better carry the message to Hospitals and Institutions.

IV. AGENDA

- 1. Serenity Prayer
- 2. Twelve Traditions
- 3. Twelve Concepts
- 4. Function of the SCRSC H&I Subcommittee
- 5. Welcome New Members/Visitors
- 6. Recognize Birthdays
- 7. Roll Call
- 8. Approval of minutes
- 9. Chairperson report/Vice Chairperson
- 10. Literature Disbursement Report

NARCOTICS ANONYMOUS SOUTHERN CALIFORNIA REGIONAL H&I SUBCOMMITTEE GUIDELINES

11. Regional Panel Coordinators Report
12. Activities Coordinators Report
13. Area Report
14. Old Business
15. New Business
16. Announcements
17. Serenity Prayer

V. VOTING

Voting members of the SCRSC H&I Subcommittee shall be the SCRSC H&I Vice-Chairperson, Secretary, Regional Panel Coordinators, Regional Panel Co-Coordinator, Activities Coordinators, Regional Literature Disbursement Coordinator, Regional Literature Disbursement Co-coordinator, Regional Panel Chairpersons and Area H&I Subcommittee Chairpersons or their designated representative. Voting members lose their vote upon the absence of two (2) consecutive meetings. Voting privileges will be reinstated at attendance of two (2) consecutive SCRSC H&I subcommittee meetings. Each has one (1) vote. The SCRSC H&I Chairperson only has a vote in the case of a tie. In the case of more than two (2) nominations for any office, a second runoff ballot shall be taken of the two (2) top names. All officers are elected for a term of one (1) year, and will be eligible for a second term of one (1) year, followed by two (2) years of ineligibility for that position. Nominations shall take place in April elections shall take place in May for all positions.

VI. QUALIFICATIONS AND RESPONSILITIES OF SUBCOMMITTEE MEMBERS

A. Chairperson

1. Is elected by the group conscience of the SCRSC H&I Subcommittee and approved by the SCRSC as per their guidelines.
2. Requires three (3) year uninterrupted clean time.
3. Must have a minimum of one (1) year activity at the Regional level of Hospitals and Institutions work.
4. Must express a willingness to serve.
5. Mediates all meetings of the Subcommittee with a general understanding of parliamentary procedure.
6. Prepares a report for each SCRSC meeting and makes all motions on behalf of and is the voice of the SCRSC H&I Subcommittee.
7. Coordinates and is responsibilities for all work done by the SCRSC H&I Subcommittee.
8. Is available to answer questions for the Area H&I Subcommittees.
9. Prepares a budget with the Subcommittee to be submitted for the approval of the SCRSC for the upcoming year.
10. If necessary may be removed by the SCRSC as outlines in its guidelines.
11. Assist in coordination of new panels
12. Be available to perform quarterly audits of literature and records.

B. Vice Chairperson

1. Is elected by the H&I Subcommittee.
2. Requires at least three (3) years uninterrupted clean time.
3. Must have at least one (1) year experience of Regional H&I work.

**NARCOTICS ANONYMOUS
SOUTHERN CALIFORNIA REGIONAL
H&I SUBCOMMITTEE GUIDELINES**

4. Prepares a report of each SCRSC H&I Subcommittee meeting and makes all motions on behalf of and is the voice of the H&I Subcommittee in the absence of the SCRSC H&I Chairperson and must attend all meetings of the Subcommittee as well as the SCRSC.
5. Works with the Chairperson to ensure the smooth operation of the SCRSC H&I Subcommittee.
6. Chairs all Ad-Hoc Committee meetings.
7. Coordinates correspondence with inmates, along with the Literature Disbursement Coordinator/Co-Coordinator.
8. Be available to perform quarterly audits of literature and records.

C. Secretary

1. Is elected by the SCRSC H&I Subcommittee.
2. Requires at least three (3) years uninterrupted clean time.
3. Must have at least six (6) months experience in Regional H&I work.
4. Must have a certain amount of clerical skills.
5. Must keep an accurate set of minutes of all H&I Subcommittee meetings and learning sessions. (Topic discussed)
6. Responsible for distributing minutes monthly to all area H&I Subcommittee representatives.
7. Maintain a file of all correspondence and minutes at the Southern California Regional Office. The next business meeting must turn in all receipts.
8. Work with the Chairperson to ensure to smooth operation of the SCRSC H&I Subcommittee.

D. Regional Panel Coordinator and Co-Coordinator

1. Is elected by the SCRSC H&I Subcommittee.
2. Requires at least three (3) years uninterrupted clean time.
3. Must have at least one (1) year experience in Regional H&I work,
4. It is the Regional Panel Coordinator's responsibility to see the meeting /presentation is conducted in accordance with the policies of the SCRSC H&I Subcommittee and the rules of the facility. The Regional Panel Coordinator may be responsible for several or all of the facilities that the SCRSC H&I Subcommittee is working with. This will depend on the needs and conscience of the SCRSC H&I Subcommittee. Clearance for all Regional Panel Facilities may be handled by the Regional Panel Coordinator position.
5. Keep an updated list of all approvals for all institutions where we have panels.
6. Keep current undated approval list for Sheriff facility. Deleting names as needed.
7. Keeps a current list of all approved Regional panel participants for Regional institutional panels and update approval lists on a monthly basis.
8. Keep in contact with Religious and Volunteer Services at the Los Angeles County Sheriff Department and attend quarterly meetings.
9. Obtain updated reports from all N.A. panel Chairpersons and submit a monthly panel report to the Regional H&I Subcommittee.
10. Attend monthly Regional H&I Subcommittee meeting.
11. Help with any problems/challenges that any regional panel may be having with any facility. When needed call upon P.I. for assistance.

**NARCOTICS ANONYMOUS
SOUTHERN CALIFORNIA REGIONAL
H&I SUBCOMMITTEE GUIDELINES**

E. Regional Literature Disbursement Coordinator and Co-Coordinator

1. Is elected by the SCRSC H&I Subcommittee
2. Requires at least one (1) year uninterrupted clean time.
3. Must have at least six (6) months experience in Regional H&I work.
4. It is the responsibility of the Regional Literature Disbursement Coordinator and Co-Coordinator to distribute N.A. Conference-approved literature and any other items the SCRSC H&I Subcommittee uses in carrying the message, such as copies of Reaching Out to SCRSC Regional H&I panel Chairpersons. To assure accountability, a complete record of all transactions must be kept and a report given at the regular SCRSC H&I Subcommittee meetings. This person should always be aware of the amount of literature being distributed, so the Panel Chairperson's literature request remains prudent and the subcommittee can fairly distribute the literature without exceeding its budget. Quarterly audits should be done with the chair and vice chair to ensure that the literature outlays are reasonable and accounted for.
5. Disbursement of literature should be made directly to the Regional Panel Chairpersons, or to their designated representative in the case of their absence. It would be appropriate for this disbursement to be made at the regularly scheduled meeting of the SCRSC H&I Subcommittee.
6. Have readily available inventory on hand along with any other pertinent records to perform quarterly audits.

F. Regional Activities Coordinator and Co-Coordinator

1. Is elected by the SCRSC H&I Subcommittee.
2. Requires at least two (2) years of uninterrupted clean time.
3. Must have some understanding and experience with H&I as well as all activities.
4. Must attend all SCRSC H&I Subcommittee meetings and is responsible to maintain a regular and on-going link of communication between SCRSC H&I Subcommittee and SCRSC Activities Subcommittee.
5. Coordinates SCRSC H&I participation with Area/Regional Learning Days, Marathons, etc.
6. Insures that the Regional H&I Learning Day is scheduled, coordinated and held on the second Saturday in May of each year. Responsibilities associated with this major task include, but are not limited to the following:
 - Regional H&I Learning Day Banner
 - Flyer design and printing
 - T-shirt design and printing
 - Workshop assignments
 - Program for Learning Day
 - Speaker presentation and record
 - H&I Play

**NARCOTICS ANONYMOUS
SOUTHERN CALIFORNIA REGIONAL
H&I SUBCOMMITTEE GUIDELINES**

G. Regional Panel Chairperson

1. The H&I Panel Chairperson is given a vote of confidence by the SCRSC H&I Subcommittee. An absolute requirement is a strong message of recovery in the fellowship of Narcotics Anonymous. Prior service with Hospitals and Institutions is strongly recommended.
2. Requires at least two (2) years uninterrupted clean time.
3. The Panel Chairperson or the Co Chairperson must attend all SCRSC H&I Subcommittee meetings and is responsible to maintain a regular and on-going link of communication with the SCRSC H&I Subcommittee, the hospital or institution, and the panel leaders and members.
4. Affirmed annually for continued service.
5. Responsible for reporting to the Regional Panel Coordinator updated clearance list for facilities.

H. Regional Panel Co Chairperson

1. An absolute requirement is a strong message of recovery in the fellowship of Narcotics Anonymous. Prior service with Hospitals and Institutions is strongly recommended.
2. Requires at least two (2) years uninterrupted clean time.
3. The Panel Co Chairperson must attend the SCRSC H&I Subcommittee meetings in the absence of the Panel Chairperson.
4. The Co Chairperson is responsible to maintain a regular and on-going link of communication between the SCRSC H&I Subcommittee, and the Panel Chairperson as needed.
5. Affirmed annually for continued service.

I. Regional Panel Leader

1. The Panel Chairperson of that facility assigns the H&I Panel leader. A clear message of recovery in the fellowship of Narcotics Anonymous and a desire to serve is required. Prior service with Hospitals and Institutions is suggested.
2. Requires at least one (1) year uninterrupted clean time
3. The H&I Panel Leader is responsible for all aspects of the meeting/presentation such as keeping literature, using SCRSC H&I format and making sure that the meetings begin and end on time and that panel Members in attendance are available on a regular basis.
4. The H&I Panel Leader is required to abide by any facilities specific set of rules and regulations.
5. Volunteers are encouraged to attend SCRSC H&I Subcommittee meetings to be of service and become involved as a regular member of the SCRSC H&I Subcommittee.

J. Regional Panel Member (Speaker)

1. The H&I Panel Member is selected from the current H&I Volunteer list of the institutions. A clear message of recovery in the fellowship of Narcotics Anonymous is required. The Panel Members should be made aware of their responsibilities by the Panel Leader utilizing the suggested H&I Handbook as well as any facilities specific set of rules and regulations. A panel should consist of not less than two (2) and no more that five (5) Panel Members whenever possible.
2. Must have abstained from drugs for at least six (6) months or according to the facilities regulations.

**NARCOTICS ANONYMOUS
SOUTHERN CALIFORNIA REGIONAL
H&I SUBCOMMITTEE GUIDELINES**

3. Each H&I Panel Member is placed on a Volunteer List when signing up with the Panel Coordinator and expressing a desire to be of service. Institutional clearance will be assigned by the Corrections Volunteer Office and indicated on the Volunteer list.
4. Volunteers are encouraged to attend SCRSC H&I Subcommittee meetings to be of service and become involved as regular member of the SCRSC H&I Subcommittee.

NOTE: EACH INSTITUTION'S RULES AND REGULATIONS CONCERNING CLEARANCE AND CLEAN TIME REQUIREMENTS MUST BE STRICTLY ADHERED TO.

VII. ADDITIONAL GUIDELINES

1. All area H&I Chairpersons are required to give a monthly report on the suggested report form as presented in the WSC H&I Handbook or the SCRSC H&I Subcommittee approved report form. It is suggested all members maintain a current WSC H&I Handbook.
2. Attendance for all SCRSC H&I Subcommittee members is required at all SCRSC H&I Subcommittee monthly meetings. Two (2) consecutive absences may be reason for replacement. The conscience of the SCRSC H&I Subcommittee will be adhered to.
3. Must have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service.

VIII. GENERAL INFORMATION

1. Any member of the SCRSC H&I Subcommittee is automatically disqualified from further institutional activity upon the loss of their clean time; but may become eligible when they can conform to the requirements herein set forth.
2. No Narcotics Anonymous Meeting regularly conducted under the auspices of this Subcommittee shall be held in any institution, unless under direct supervision of a regularly delegated Panel Leader or substitute specifically appointed by the Panel Chairperson of the SCRSC H&I Subcommittee. They must also be acceptable to the authorities of the institution being serviced.
3. No Panel Member shall involve themselves with any other activity that violates institutional rules or tends to injure or interfere with:
 - The inmate or patient on the inside
 - The working ability and the privilege of their subcommittee to carry the message inside the institutions, courts, or hospitals; nor employment, parole probation, or medical problems.
4. Length of time clean required by each institution is to be rigidly held by all panel Chairpersons, Panel Leaders and Panel Members (Speakers).
5. Excessive use of vile, profane, filthy stories or language is strictly prohibited by authorities of all institutions serviced by this subcommittee. All speakers and panel members must strictly comply with this regulation.
6. Nothing will be given to or taken from an inmate or a patient, including messages or phone numbers.
7. No member of N.A. on parole or probation will be allowed to participate in or attend an N.A. meeting in any institution being served by this subcommittee without the expressed clearance by the authorities of said institutions.
8. Panel leaders shall be responsible for the conduct of any speakers taken into any institution and shall instruct said speakers in advance regarding the regulations of the institutions being served.
9. N.A. case histories, life stories and/or N.A. principles are to be the main topics of N.A. Panels conducted within all institutions served by this Subcommittee.

**NARCOTICS ANONYMOUS
SOUTHERN CALIFORNIA REGIONAL
H&I SUBCOMMITTEE GUIDELINES**

10. All speakers and panel members must strictly comply with this requirement confining their talks solely to the N.A. message of recovery.
11. The suggested attire for N.A. subcommittees panel participation is neat and modest in compliance with intuitional rules.
12. Any SCRSC H&I Subcommittee not conforming to the foregoing requirements or to any other which might be hereinafter added or who refuses to abide by the rules and regulations of the institution being served shall, upon Subcommittee consideration and with two-third voting members present, be relieved of any institutional subcommittee assignments previously granted.
13. ALL RULES AND REGULATIONS OF ALL FACILITES ENTERED BY N.A. ARE TO BE ADHERED TO.

IX. ANNUAL H&I LEARNING DAY

1. The Regional H&I Subcommittee through a lottery system shall determine a hosting area. A lottery system will be used to pick from willing areas that are present and willing to host the Learning Day. After an area has been picked, that area shall be removed from the pool until all areas have had an opportunity to host the event.
2. The venue itself shall be secured by the Regional Activities Subcommittee.
3. Contracts shall be negotiated by Activities and signed by the Regional Service Office (the contract should be negotiated to consider the needs of the H&I program)
4. Flyers:
 - a. Themes, artwork and logos shall be selected by the Regional H&I subcommittee.
 - b. Flyers shall be paid for, printed and distributed by the Regional Activities Committee.
 - c. A minimum of 5000 flyers shall be distributed in March at the Regional Activities Subcommittee meeting.
5. One (1) representative from each subcommittee shall be at the facility one (1) hour prior to the start of the event.