

**Hospitals & Institutions and Public Relations Subcommittee
Niagara Area Service Committee of Narcotics Anonymous
Policies and Procedures**

Revised August 2016

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ABBREVIATIONS:

HIPR	Hospitals & Institutions and Public Relations
H&I	Hospitals & Institutions
PR	Public Relations
ASC	Area Service Committee

Section 1 Definition and Purpose

The Niagara Area Hospitals & Institutions and Public Relations (HIPR) Subcommittee is a volunteer group of members of Narcotics Anonymous which exists for the purposes of carrying the NA recovery message to addicts and informing the public that NA exists and that it offers recovery from addiction. This committee is a subcommittee of the Niagara Area Service Committee (ASC). We shall maintain effective liaison and complete accountability to that committee. Regular business meetings are to be held on the first Wednesday of every month. These meetings will be held at a location chosen by the subcommittee.

Section 2 Service Boundaries

The Niagara Area of Narcotics Anonymous, which includes: Niagara Falls, St. Catharines, Welland, Fort Erie, and Port Colbourne. The HIPR subcommittee shall have the option of serving other areas upon ASC approval.

Section 3 Function of the Subcommittee

GENERAL:

3.1 – To conduct a monthly business meeting.

3.2 – Communication and disbursement of all information to and from all panels through their Panel Leader.

3.3 – The distribution of Narcotics Anonymous literature to the Panel Leaders.

H&I:

3.4 – To coordinate the development of any new H&I meetings / presentations.

PR:

3.6 – To open and maintain lines of communication between NA and the public; NA and the professional community; NA and the concerned members.

3.7 – To ascertain that all requests are handled at the appropriate level of service.

PHONE LINE:

3.8 – To include phone line in our endeavors on a basis of meeting information in the Niagara Area.

Section 4 Meetings and Members

4.1 – Regular meetings shall be held a minimum of once per month on dates and times decided by the members, or as often as necessary to perform their duties.

4.2 – The elected trusted servants are expected to be in attendance of the regular monthly business meeting of the HIPR subcommittee. All trusted servants must inform the chairperson of this subcommittee by phone, fax, e-mail or written letter to be excused from the regular monthly meeting.

4.3 – Meeting format shall be as close as possible to *A Guide to Local Services in Narcotics Anonymous*.

4.4 – “Active Membership” is defined as active participation in the subcommittee and regular attendance at meetings.

4.5 – HIPR subcommittee meetings will be held on the first Wednesday of every month at 7:00pm. The meeting will be rotated to a different location within the Niagara Area annually. The principle of rotation, as discussed in *A Guide to Local Services in NA*, should be considered when deciding where to meet.

Section 5 Voting

5.1 – All elected trusted servants, after completing 2 consecutive meetings, can vote at their 3rd consecutive meeting; however, the chairperson will vote only to break a tie vote. Trusted servants include: Alternate Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Panel Leaders, Alternate Panel Leaders and task committee head.

5.2 – Any motions can be made and/or seconded by active members of Narcotics Anonymous when recognized by the Chair.

5.3 – A proxy vote from a qualified voting member who has to be absent for good cause shall count as one cast vote.

5.4 – If any trusted servant misses two [2] consecutive meetings without just cause and notification to the HIPR Chairperson, their voting rights are suspended until they attend two [2] consecutive meetings.

5.5 – Members of Narcotics Anonymous who have attended two [2] consecutive HIPR meetings with 3 months cleantime will become voting members on the 3rd consecutive meeting.

Section 6 Quorum

6.1 – The required quorum shall be four [4] qualified voting members, excluding the Chairperson.

6.2 – In the event that quorum is not met, the meeting may be conducted up to the point of, but not including, old business. After the reports have been given, if quorum is not met, the Chairperson can entertain one of three motions:

1. To recess
2. To fix the time at which to adjourn
3. To adjourn

Section 7 Recovery Requirements for Trusted Servants

All positions require the following:

7.1 – Maintenance of clean time.

7.2 – A working knowledge of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts for NA Service.

7.3 – Any member of Narcotics Anonymous who is registered with HIPR, and who wishes to participate in service work, must have sufficient clean time to qualify under the requirements of the subcommittee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from the subcommittee. The following cleantime requirements are strongly recommended:

Chairperson	2 years
Alternate Chairperson	1 year
Secretary	9 months
Alternate Secretary	6 months
Treasurer	2 years
Alternate Treasurer	2 years

Panel Leader	1 year
Alternate Panel Leader	6 months
Volunteer	6 months
Volunteer in Training	3 months

All elected officers and those serving in appointed positions shall attend the regular monthly HIPR business meeting.

For a panel leader, three meetings missed in succession shall result in removal from the duty of leading that panel. Any member dropped from assignment may be reinstated by vote of the HIPR subcommittee.

In the instance of elected officers and those serving in appointed positions, three consecutive months absence will be considered resignation.

7.4 – All terms shall be for a period of one year, with a maximum of two consecutive terms. Nominations will be in December, elections in January.

7.5 – The HIPR Treasurer will keep a float of \$60 for meeting and operational expenses of the HIPR subcommittee. Any additional funds must be formally requested from the Niagara Area Service Committee.

Section 8 Roles and Responsibilities

8.1 Chairperson

8.1.1 – Prepares the monthly subcommittee agenda; brings before the general meeting of the subcommittee matters they should act upon.

8.1.2 – Carries out policies and orders for the subcommittee.

8.1.3 – Represents the HIPR subcommittee at the Niagara Area Service Committee for the purpose of giving and receiving reports.

8.1.4 – Presides over all HIPR subcommittee meetings.

8.1.5 – Maintains correspondence, files, and archives for HIPR subcommittee.

8.1.6 – Acts as panel leader in the event that the panel leader cannot fulfill his/her duties.

8.1.7 – Mentors/trains the Alternate Chairperson (if Alternate Chairperson position is filled) or appoints someone to mentor/train the Alternate Chairperson.

8.2 Alternate Chairperson

8.2.1 – The Alternate Chairperson assumes the responsibilities of the Chairperson in the event of his/her absence.

8.2.2 – The Alternate Chair works with the Chairperson to maintain the smooth operation of the subcommittee.

8.2.3 – Coordinates and presides over task committees.

8.2.4 – If the office of Chairperson becomes vacant, serves as the Chair until a new Chair is elected; regular and new business will continue.

8.2.5 – Represents HIPR subcommittee at Regional H&I and/or PR functions when possible and applicable.

8.2.6 – Learns the responsibilities of the Chairperson through mentorship (if Chairperson position is filled).

8.3 Secretary

8.3.1 – Takes an accurate set of minutes at each monthly meeting and makes and distributes copies to each subcommittee member prior to the next meeting, with two copies being given to the Chairperson before the next NASC meeting.

8.3.2 – Keeps an updated list of active volunteers.

8.3.3 – Maintains a list of voting members and their monthly attendance at this subcommittee.

8.3.4 – Maintains an ongoing file of all correspondence and minutes.

8.3.5 – If the office of Chairperson or Alternate Chairperson becomes vacant, serves as the Chairperson until a new Chairperson is elected; regular and new business will continue.

8.3.6 – Mentors/trains the Alternate Secretary (if Alternate Secretary position is filled).

8.4 Alternate Secretary

- 8.4.1 – The Alternate Secretary assumes the responsibilities of the Secretary in the event of his/her absence, excluding the duties of HIPR Chairperson if position is vacant.
- 8.4.2 – Learns the responsibilities of the Secretary through mentorship (if Secretary position is filled).

8.5 Treasurer

- 8.5.1 – Maintains petty cash fund.
- 8.5.2 – Fully accountable for all financial records and statements.
- 8.5.3 – Calculates and prepares projected costs on proposals for tasks and gives them to the Chairperson to be presented to the NASC for approval.
- 8.5.4 – If the office of Chairperson, Alternate Chairperson or Secretary becomes vacant, serves as the Chairperson until a new Chairperson is elected; regular and new business will continue.
- 8.5.5 – Mentors/trains the Alternate Treasurer (if Alternate Treasurer position is filled).

8.6 Alternate Treasurer

- 8.6.1 – The Alternate Treasurer assumes the responsibilities of the Treasurer in the event of his/her absence, excluding the duties of HIPR Chairperson if position is vacant.
- 8.6.2 – Learns the responsibilities of the Treasurer through mentorship (if Treasurer position is filled).

8.7 H&I Panel Leaders

- 8.7.1 – The H&I Panel Leaders are responsible for all aspects of the H&I meeting/presentation, such as keeping supplies and literature, and making sure the meeting begins and ends on time.
- 8.7.2 – They are to maintain a link of communication, keeping the HIPR Chairperson aware of any problems that affect the meeting/presentation. Panel Leaders should have regular communication with the volunteers and the subcommittee to ensure that all is as it should be.
- 8.7.3 – Shall conduct H&I meetings and/or presentations in the facility being served according to acceptable procedures.
- 8.7.4 – Shall invite all volunteers to the HIPR subcommittee meeting and inform them of all the rules of the facility and the procedures for conducting the meeting.
- 8.7.5 – Shall be responsible for volunteers in the meeting/presentation.
- 8.7.6 – Provide orientations to new volunteers so that it is known what is expected and to ensure that it is truly a message of recovery that we are carrying.
- 8.7.7 – Are responsible for preparing a written report to be presented at the monthly meeting of the subcommittee.
- 8.7.8 – Mentors/trains the Alternate Panel Leader (if Alternate Panel Leader position is filled).

8.8 PR Panel Leader

- 8.8.1 – Provides information about the NA program to professionals and to the general public.
- 8.8.2 – Builds and maintains positive relations with addiction-related organizations, healthcare professionals, treatment providers, law enforcement professionals, and any other discipline that could help us carry the NA message of recovery.
- 8.8.3 – Mentors/trains the Alternate PR Panel Leader (if Alternate PR Panel Leader position is filled).

8.9 Phone Line Panel Leader

- 8.9.1 – Is responsible for coordinating phone line volunteers.
- 8.9.2 – Is responsible for updating the Regional PI Coordinator of meeting changes in the Niagara Area.

8.10 Alternate Panel Leader

- 8.10.1 – The Alternate Panel Leader assumes the responsibilities of the Panel Leader in the event of his/her absence.
- 8.10.2 – Learns the responsibilities of the Panel Leader through mentorship (if Panel Leader position is filled).

Section 9 Removal of Trusted Servants

- 9.1 – The Chairperson may be removed for any reason deemed appropriate by action of the Niagara Area Service Committee in general session.
- 9.2 – The subcommittee may remove officers by a [2/3] vote on closed ballots.
- 9.3 – Relapse.
- 9.4 – Voluntary resignation.

Section 10 Task Committees

- 10.1 – This committee is created to perform a special task and is dissolved when the task is completed and the final report is given.
- 10.2 – If the task committee has been created to carry out something the membership has adopted, only those in favor of the membership's wishes should be on the committee.
- 10.3 – In the event the Alternate Chairperson is not available to head up the task committee, the Chairperson may appoint someone from the HIPR subcommittee to head up the task committee.
- 10.4 – Suggested clean time of nine months for task committee heads.

Section 11 Training

11.1 H&I

- 11.1.1 – Review of NA world service literature H&I Service Bulletin #2 *Who is best suited to carry the message in an H&I setting?*
- 11.1.2 – Hospitals and Institutions Handbook Pg 47, 48 Do's and Don'ts
- 11.1.3 – the Mock presentation CD or available in Audio at <http://www.na.org/?ID=sidea-mockpanel.mp3>
- 11.1.4 – attend 3 training sessions and have 6 months clean before sharing on an H&I panel
- 11.1.5 – a cleantime requirement of 3 months must be met before attending training sessions
- 11.1.6 – a training session consists of sitting in on an H&I presentation and listening/observing

11.2 PR

- 11.2.1 – PR Basics (available at www.na.org)
- 11.2.2 – The Public Relations Handbook (available at www.na.org)

Section 12 Changing Policy

- 12.1 – Amendments to these guidelines require a 2/3 majority vote and must be presented to NASC for final approval. Guidelines should be reviewed at least once per year, and revised if necessary.