

EIE ASC H&I Guidelines

7.9 H&I Coordinator

Purpose: To coordinate H&I resources dedicated to the proposition that no addict in a hospital or institution seeking recovery need to die without having had a chance to find a better way of life. The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings: i.e., prisons, jails, in-patient treatment centers, psychiatric hospitals, detox centers, etc. H&I meetings are intended simply to introduce those attending to some of the basics of the NA program.

- Be a member of Narcotics Anonymous.
- 2 years continuous clean time
- Term 1 year + 2 months to mentor new trusted servant
- Previous hospital and institution panel leader experience.
- Familiarity with the NAWS Public Relations Handbook, all current H&I related publications, and all facility guidelines.
- Attend monthly PR Subcommittee meeting.
- Attend monthly regional subcommittee meetings.
- Works with PR Literature Coordinator for any literature requirements.
- Makes a monthly written report to the PR Subcommittee on the status of panel presentations.
- Ensures regularly scheduled panels are held.
- Keep panel leaders informed of current facility rules and policies.
- May at any time visit any meeting or presentation at any facility for any purpose beneficial to H&I, including offering assistance to panel participants where applicable.

7.10 H&I Assistant Coordinator

Purpose: To assist H&I Coordinator in their duties

- Be a member of Narcotics Anonymous.
- 1 years continuous clean time
- Term 1 year; with the willingness to serve as Coordinator
- Previous hospital and institution panel leader experience.
- Familiarity with the NAWS Public Relations Handbook, all current H&I related publications, and all facility guidelines.
- Attend monthly PR Subcommittee meeting.
- It is strongly suggested to attend monthly regional subcommittee meetings.
- Works with PR Literature Coordinator for any literature requirements.
- Assists Coordinator with any and all duties as requested

7.12 H&I Panel Leaders

- Be a member of Narcotics Anonymous.
- Clean time requirement of one year or greater dependent on the facility requirements
- Term 1 year
- Minimum of 6 months previous panel member experience or relevant service experience
- Willingness to become familiar with the NAWS Public Relations Handbook, all H&I related publications, and all facility guidelines.
- Conducts facility panel meetings/presentations according to facility guidelines, NA handbooks, and service guidelines
- Conducts panel presentations with at minimum one additional qualified member.
- Responsible for taking all possible action, exhausting all resources, to ensure the H&I panel is

conducted as scheduled (i.e. contacting all qualified Panel Leaders prior to cancellation of the meeting).

- If unable to conduct meeting as scheduled, notify both the facility and the H&I coordinator.
- Go over "Do's and Don'ts" with panel members.
- Pickup and distribute literature for facility.
- It is strongly suggested that all Panel leaders attend the regularly PR Subcommittee meeting as well. All Panel leaders must attend an initial PR Subcommittee meeting prior to or at the beginning of their commitment.

NOTE: Any Panel Leader position may be either set aside or incorporated into another Panel Leader position on an interim basis until filled with approval of PR committee members present at regular committee meeting.

7.11 H&I Panel Members

- Be a member of Narcotics Anonymous.
- Member must meet facility clean time requirements and/or clearance criteria. If Facilities do not establish clean time requirements; the panel member must meet the PR Subcommittee panel member clean time requirement of three months to sit on a panel, six months to share.
- The ability to carry a clear Narcotics Anonymous Message of Recovery to the addict.