

# **Sacramento Fellowship of Narcotics Anonymous HOSPITALS & INSTITUTIONS (H&I) WORKING GROUP GUIDELINES**

## **1. Definition and Purpose of the Working Group:**

The Sacramento Fellowship of NA H & I Working Group (hereinafter referred to as the Working Group) is a volunteer group of the fellowship of Narcotics Anonymous, existing for the express purpose of carrying the NA message to addicts confined to correctional & treatment institutions.

To be effectively helpful to the inmates, patients, and residents; we must adhere to the rules of the individual institutions we serve, and further impose certain standards on ourselves.

As a Working Group of the Sacramento Fellowship of NA Area Service Committee (SacFNA-ASC), Group meetings are open to all members of the NA fellowship.

## **2. Functions of the Working Group:**

- To hold regularly scheduled business meeting on 3<sup>rd</sup> Monday of each month, unless facility is closed. If facility is closed, the meeting will be rescheduled for another Monday during that month.
- To communicate and disburse information to and from all facility coordinators,
- To distribute Narcotics Anonymous literature to the meeting coordinators,
- To provide a written report to the Public Relations (PR) Coordinator of SacFNA-ASC,
- In collaboration with the PR Coordinator, coordinates the development of any new H & I meetings and/or presentations.
- To elect facility coordinators in order to facilitate meetings.
- To elect and/or appoint members to fulfill the needs of the Working Group.
- To educate the fellowship at large and train Working Group members.
- To maintain an archive of all correspondence. The archive will be maintained on Yahoo Groups or similar website and made available to all members.

## **3. Structure of Elected Positions:**

The Elected Positions of the Working Group shall consist of a Task Leader, Co-Task Leader, Secretary, Literature Person, Regional Representative, and Facility Coordinators. All positions, with the exception of the Task Leader, who is elected by the SacFNA-ASC, are elected by a simple majority of the Working Group.

All terms of administrative officers (and coordinators) are one year with eligibility for a second or third term of one (1) year, with a max term preferably not to exceed 3 terms consecutively.

If an elected working group member becomes unable to discharge the duties of that position, a successor shall be named by the Task Leader and approved by the Working Group at the next business meeting. Should the Task Leader be unable to discharge the duties of that position, the Co-Task Leader will automatically assume the position of the Task Leader until the SacFNA-ASC meeting where a new Task Leader will be elected according to the ASC Guidelines.

## **4. Operations**

### **A. Quorum**

- A quorum must be established prior to conducting any old or new business.
- A quorum of this task group will be a simple majority of active participants.

### **B. Elections**

- It is suggested that an admin member or facility coordinator preferably will not hold the same position more than three consecutive terms.
- H & I Task working group will present its nomination for the H&I Task Leader at the October ASC.

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- All other working group positions will be elected in the October Task Working Group Meeting.
- Nominees for any elected position must be present to state qualifications and answer questions at the time of the nominations and election.
- All positions are elected by a simple majority.
- Duties for the new trusted servants begin immediately after the election and continue until the next election for their respective positions. In the case that a trusted servant fails to fulfill the term of office, a special election is held to fill the remaining portion of the term.

### **C. Consensus Decision Making**

- Business will be conducted by consensus. During business, any participant may bring forward a subject or concern. After full discussion, being mindful to listen to the minority point of view, a consensus is reached. There will be a consensus taken on assent and then opposition will be reviewed and a decision will be made.
  - 1) **Decision Making Procedures**
    - All participants include all active members.
    - All decision making participants may make a proposal.
    - Any member of NA may speak to a proposal.

### **5. Qualifications and Duties of Elected Working Group Members:**

#### **Task Leader:**

**Suggested clean time Requirement:** Three years

**Length of Term:** One year, up to three continuous terms.

Nominated by the working group and elected by the SacFNA-ASC. Responsibilities to the Working Group and ASC include:

- Presides at Working Group meetings.
- Coordinates with Secretary to maintain agenda for business meeting.
- Contacts working group members that are absent from the business meeting and do not provide a report.
- Provides a written report to the PR Coordinator for SacFNA-ASC by noon on the Tuesday prior to the weekend before ASC
- Works with facility coordinators to support communication with facility representatives.
- Creates an annual Working Group budget to be submitted to the SacFNA-ASC by March 1st.
- Provides Quarterly financial information to ASC Admin Team for Quarterly Audit.
- Attends admin meeting on the third Wednesday of the Month.
- Ensures NA Traditions are upheld in all matters.

#### **Co-Task Leader:**

**Suggested clean time Requirement:** Two years

**Length of Term:** One year, up to three continuous terms.

Responsibilities of the position include:

- Assumes the duties of Task Leader in the Task Leader's absence.
- If the office of Task Leader should become vacant, the Co-Task Leader assumes the duties until a Task Leader is elected or appointed according to the SacFNA-ASC Guidelines.
- Works closely with the Task Leader to become familiar with all aspects of the Task Leader's responsibilities.
- Supports facility coordinators efforts to recruit volunteers.
- Finds appropriate placement for new volunteers wishing to do H & I service.
- Serves as temporary facility coordinator in the event of a vacated position.

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## **Working Group Secretary:**

**Suggested clean time Requirement:** One year

**Length of Term:** One year, up to three continuous terms.

Responsibilities of the position include:

- Records minutes of all meetings of the Working Group and maintains archives of prior meeting minutes and related materials.
- Electronically distributes minutes from Working Group meetings.
- Keeps current records of all Working Group members including phone numbers and email addresses.
- Maintains Working Group calendar.
- Keeps records of all facilities served to include facility guidelines, rules and regulations, meeting schedules, and facility contacts and phone numbers.
- Responsible for any printing or copying: submits receipts for reimbursement of approved expenditures.
- Coordinates with Task Leader to maintain agenda for working group business meeting.

## **Literature Person:**

**Suggested clean time Requirement:** One year

**Length of Term:** One year, up to three continuous terms.

Responsibilities of the position include:

- Maintains and disperses all World Service Conference approved literature and Area meeting directories
- Assures accountability by keeping a complete and accurate record of all transactions and giving quarterly report on literature distribution by facility to the Working Group meeting
- Distributes literature fairly and prudently without exceeding budget.
- Works with Task Leader to ensure budget will be balanced for literature order.
- Forwards hard copy of Literature invoice to Task Leader.

## **Facility Coordinator:**

**Suggested clean time Requirement:** One year or whatever is required by the facility.

**Additional Requirements:** Six months prior participation as an H&I volunteer.

**Length of Term:** One year, up to three continuous terms.

Responsibilities of the position include:

- Serves as a mentor for any new volunteers; informs volunteers of the procedures for conducting the meeting and ensures that the meetings are conducted in accordance with the policies of the Working Group and the rules of the facility.
- Acts as a liaison between the Working Group and the facility.
- Ensures a regular schedule of volunteers for each meeting in the facility.
- Maintains current volunteer contact information and ensures that the Working Group Secretary is given that information for the Working Group records.
- Keeps all volunteers informed of any facility rule changes.
- Attends the Working Group meeting and presents a report. If unable to attend the meeting, the Coordinator will provide a report to the Task Leader or Co-Task Leader.
- Notifies the facility and/or volunteers in the event of a meeting cancellation.
- Finds a replacement or assumes the responsibilities for a volunteer unable to fill his/her commitment.
- Coordinates and maintains proper clearances as required by the facility for all volunteers.
- Establishes a meeting format (e.g. speaker meeting, Q&A, literature study).
- Accepts responsibility for the conduct of volunteers attending the meeting.
- Reports to Task Leader all incidents of inappropriate behavior of volunteers from the facilities.

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- Ensures that current information is on file with the Secretary including:
  1. Facility volunteer list containing contact numbers and clean dates
  2. How volunteers are scheduled
  3. Facility contact personnel and numbers
  4. Facility applications if required
  5. Facility rules and regulations that apply to H&I volunteers and any other information pertinent to the facility

## **Designated Regional Representative:**

**Suggested clean time Requirement:** At least two years

**Additional Requirements:** A minimum of six (6) months active participation within the H&I Working Group. Shall have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for Service of Narcotics Anonymous. Shall have basic computer skills and ability to generate all necessary reports.

**Length of Term:** One year, up to three continuous terms.

Responsibilities of the position include:

- Serves as a liaison between and attends all H&I Area Working Group Meetings and Regional PR/H & I Sharing Forum meetings and reports back to the H&I Working Group.
- Procures transportation to Regional PR/H & I Sharing Forum held on the fourth Saturday of every other month, the odd months (e.g., January, March, etc.). These meetings are held, generally, at the RSO in Fairfield, California
- Submits a written report to the Regional PR/H & I Sharing Forum
- Provides to the Area Working Group an update of activities of the Regional Sharing Forum. Recommend participation in the Regional PR/H & I Sharing Forum's on-line group forum.

## **6. Qualifications and Duties of Non-Elected Working Group Members**

### **Volunteer:**

**Suggested clean time Requirement:** Six months, unless the facility has a longer clean time requirement.

Responsibilities of the position include:

- Participates in at least one H & I facility meeting with the Coordinator or an experienced volunteer.
- Obtains and maintains proper clearances as required by the facility.
- Reports any problems to the Coordinator.
- Informs the Coordinator, well in advance, if unable to fulfill their commitment and assists in finding a replacement.
- Share a clear message of Narcotics Anonymous.
- Becomes familiar with the policies of the Working Group, the rules of the facility being served, and the "DOs and DON'Ts of H & I Service."

## **7. Working Group Ineligibility**

Any member or volunteer of the Working Group is automatically disqualified from any further volunteer activity or Working Group position when they do not meet the following requirements:

- Loss of continuous clean time.
- Refusal to adhere to the Working Group guidelines and/or rules and regulations of the institution being served.
- Elected positions: missing three (3) H&I Working Group meetings annually.
- Task Leader & Secretary will have a list of ineligible or disqualified volunteers that they will review every 6 months or if volunteers request a review for reinstatement.

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- Any Administrative Officer or Facility Coordinator who fails to complete their term of office will be ineligible to hold an elected Working Group position for a period of 6 months.
- Any member may reestablish eligibility when they are again able to fulfill requirements.

### **8. Starting New H & I meetings**

- Task Leader or Co-Task Leader makes initial inquiry or response to prospective facility.
  - Explains what NA has to offer and the process for adopting a new meeting, while making no promises or commitments to start a meeting.
  - Documents facility information i.e. day and time facility requests meeting, facility requirements, clearances, gender restrictions, literature, etc.
- Facility request is submitted to Working Group. We will not establish meetings at any facility that requires us to pay fees.
- The primary requirement for bringing an H&I meeting/presentation to a facility is that inmates, residents, or clients have no access or limited access to NA meetings outside of the facility.
- After determining the eligibility of the facility, the H&I working group should assess literature needs and determine if the facility can afford its own literature. If the facility is unwilling or unable to supply literature, the literature coordinator should determine literature needs and budget requirements.

#### **Before a meeting is approved....**

- ◆ The Working Group elects a coordinator.
- ◆ The coordinator solicits volunteers to facilitate the meeting.
- ◆ The coordinator reports progress at the next Working Group meeting for re-assessment.
- ◆ The coordinator reports progress to the facility.

#### **When a meeting is approved....**

- ◆ Coordinator acquires facility folder from secretary and adds appropriate facility information.
- ◆ Coordinator submits literature needs to literature person.
- ◆ Coordinator contacts facility scheduling time for start of new meeting.
- ◆ Secretary adds meeting to H&I list.