

# Hospitals, Institutions and Public Relations

A Subcommittee of the Niagara Area Service Committee of  
Narcotics Anonymous



## **Policies and Procedures**

**Revised:**

March 2022

November 2018

July 2017

August 2016

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## **ABBREVIATIONS**

<b>ASC</b>	Area Service Committee
<b>H&amp;I</b>	Hospitals & Institutions
<b>HIPR</b>	Hospitals, Institutions and Public Relations
<b>NASC</b>	Niagara Area Service Committee
<b>PR</b>	Public Relations
<b>P&amp;P</b>	Policies & Procedures

### **Section 1      Definition and Purpose**

The Niagara Area Hospitals, Institutions and Public Relations (HIPR) subcommittee is a volunteer group of members of Narcotics Anonymous. HIPR 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 (NASC). 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, Grimsby, Beamsville, Welland, Fort Erie, Port Colborne, and other cities and townships within the boundaries of the Niagara Region. The HIPR subcommittee shall have the option of serving other Areas upon ASC approval.

### **Section 3      Function of the Subcommittee**

#### **3.1    General:**

3.1.1 – To conduct a monthly business meeting.

3.1.2 – Communication and disbursement of all information to and from all panels/meetings through their Panel Leader/Coordinator.

3.1.3 – The distribution of Narcotics Anonymous literature to the Panel Leaders/Coordinators.

#### **3.2    H&I:**

3.2.1 – To facilitate meetings/presentations for people who do not have access to regular NA meetings.

3.2.2 – To coordinate the development of any new H&I meetings/presentations and to facilitate those meetings/presentations on an ongoing basis.

### **3.3 Special Meetings**

3.3.1 – To carry the Narcotics Anonymous message into facilities that do not fall under the category of H&I.

3.3.2 – To provide trusted servants and volunteers to meetings that take place in institutions, but are not hosted by NA Groups.

3.3.3 - To maintain a single point of accountability for the above-mentioned meetings.

### **3.4 PR:**

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

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

3.4.3 – To coordinate phone line volunteers and to respond to phone line inquiries.

## **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. HIPR subcommittee meetings will be held on the first Wednesday of every month. The meeting may be rotated to a different location within the Niagara Area annually. Fellowship development and local human resources should be considered when deciding where to meet.

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.

## **Section 5 Voting**

5.1 – Any NA member, after completing two [2] consecutive HIPR meetings, can vote at their 3<sup>rd</sup> consecutive meeting; however, the chairperson will have no vote.

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 HIPR member misses three [3] consecutive meetings without just cause and notification to the HIPR Chairperson, their voting rights are suspended until they attend three [3] consecutive meetings.

## **Section 6 Quorum**

6.1 – The required quorum shall be four [4] qualified voting members.

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 cleantime.

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 – Must have voting privileges on the HIPR subcommittee (See **Section 5: Voting**).

7.4 – 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
H&I Panel Leader	1 year
Coordinator	2 years
Alternate H&I Panel Leader	6 months
Alternate Coordinator	1 year
Volunteer	6 months
Volunteer in Training	3 months

7.5 – For the purpose of service on the HIPR subcommittee, “cleantime” is defined as: complete abstinence from all drugs, including Drug Replacement Therapy (DRT) or Medication-Assisted Treatment (MAT) .

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

7.7 – Officers may be dismissed from their positions at any time for relapse, gross neglect of responsibilities, continuous absenteeism of three (3) consecutive HIPR meetings (except for humanitarian/compassionate reasons), inability to perform responsibilities, or refusal to comply with this document.

7.8 – All terms shall be for a period of one [1] year, with a maximum of two [2] consecutive terms. Nominations and elections will take place during the same meeting. The election cycle shall be as follows:

**March:** Alternate Chairperson.

**May:** Secretary, Alternate Secretary, H&I Panel Leaders, Alternate H&I Panel Leaders.

**September:** Coordinators, Alternate Coordinators.

7.9 – The HIPR Chairperson is elected at the Area Service Committee in March.

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

8.1.6 – 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 Chairperson 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.

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, archives and minutes.

8.3.5 – If the offices of Chairperson and Alternate Chairperson becomes vacant, serves as the Chairperson until a new Chairperson is elected, or appoints a qualified Chairperson for the interim; 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 the position is vacant.

8.4.2 – Learns the responsibilities of the Secretary through mentorship (if Secretary position is filled).

### **8.5 H&I Panel Leader**

8.5.1 – 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.

8.5.2 – 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.

8.5.3 – Shall maintain open communication with staff at the facility and foster positive public relations.

8.5.4 – Shall conduct H&I meetings and/or presentations in the facility being served according to acceptable procedures.

8.5.5 – 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.

8.5.6 – Shall be responsible for volunteers in the meeting. (No more than five [5] outside members should attend an H&I meeting/presentation)

8.5.7 – 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 (See Section 13 for full training requirements).

8.5.8 – Are responsible for preparing a written report to be presented at the monthly meeting of the subcommittee.

8.5.9 – Mentors/trains the Alternate Panel Leader (if Alternate Panel Leader position is filled).

### **8.6 Alternate H&I Panel Leader**

8.6.1 – The Alternate H&I Panel Leader assumes the responsibilities of the Panel Leader in the event of his/her absence.

8.6.2 – Learns the responsibilities of the Panel Leader through mentorship (if Panel Leader position is filled).

### **8.7 PR Coordinator**

8.7.1 – Provides information about the NA program to professionals and to the general public.

8.7.2 – 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.

8.7.3 – Is responsible for verifying meeting information on all applicable mediums on a monthly basis. This includes the following:

- Checking Area website: if there is inaccurate information, notify the Print/Copy and Web Tech
- Checking World Services and NAWS app: if there is inaccurate information, notify the RCM

8.7.4 – Mentors/trains the Alternate PR Coordinator (if Alternate PR Coordinator position is filled) .

### **8.8 Phone Line Coordinator**

8.8.1 – Is responsible for coordinating phone line volunteers.

### **8.9 Special Meeting Coordinator**

8.9.1 – The Special Meeting Coordinators are responsible for all aspects of the meeting/presentation, such as keeping supplies and literature, and making sure the meeting/presentation begins and ends on time.

8.9.2 – They are to maintain a link of communication, keeping the HIPR Chairperson aware of any problems that affect the meeting/presentation. Special Meeting Coordinators should have regular communication with the volunteers and the subcommittee to ensure that all is as it should be.

8.9.3 – Shall maintain open communication with staff at the facility and foster positive public relations. 8.11.4 – Shall conduct meetings and/or presentations in the facility being served according to acceptable procedures.

8.9.4 – 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/presentation.

8.9.5 – Shall be responsible for chairpersons and/or volunteers in the meeting/presentation.

8.9.6 – 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.

8.9.7 – Are responsible for preparing a written report to be presented at the monthly meeting of the subcommittee.

8.9.8 – Mentors/trains the Alternate Coordinator (if Alternate Coordinator position is filled).

### **8.10 Alternate Coordinator**

8.10.1 – The Alternate Coordinator assumes the responsibilities of the Coordinator in the event of his/her absence.

8.10.2 – Learns the responsibilities of the Coordinator through mentorship (if Coordinator 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 Special Meetings**

10.1 – By definition, H&I meetings/presentations are **not** open for outside NA members or visitors to attend. The only outside members in attendance should be those invited by the Panel Leader of that facility. Also, H&I meetings/presentations are mainly for those who don't have access to regular NA meetings.

10.2 – Since some facilities in the Niagara Area do not conform to these characteristics, these facilities shall be



considered “Special Meetings” and shall be handled by Coordinators, not H&I Panel Leaders.

10.3 – These meetings may or may not be listed on the Niagara Area Meeting List.

10.4 – These meetings may be discussion-based, panel presentations, or any other format the committee sees fit.

## **Section 11      Serving Alone**

11.1 – We have found that sometimes because of life on life's terms, only one volunteer will show up for a service commitment that requires at least two volunteers. If such a situation occurs, the volunteer is allowed to continue with facilitating the meeting/presentation.

11.2 – This should only be done as a last resort, and every effort should be made to find at least two [2] volunteers for each service commitment.

11.3 – If such a situation occurs, the volunteer should inform the HIPR Chairperson and Panel Leader/Coordinator as soon as possible after the meeting/presentation.

11.4 – For PR commitments, the volunteer must receive direct permission from the PR Coordinator to serve alone.

11.5 – If a member isn't comfortable serving alone, that member should not feel any pressure to do so. They may choose to disengage from the commitment.

## **Section 12      Ad hoc Committees**

12.1 – This committee is created to perform a special task and is dissolved when the task is completed and the final report is given.

12.2 – 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.

12.3 – 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.

12.4 – Suggested cleantime of nine months for task committee heads.

## **Section 13      Training and Requirements for Volunteers**

### **13.1      H&I / Special Meetings**

13.1.1 – Have a one-on-one conversation with the Panel Leader/Coordinator and maintain contact with the Panel Leader/Coordinator for mentorship and training purposes

13.1.2 – Read H&I Basics (this includes the “Dos and Don’ts”)

13.1.3 – Either attend a local H&I orientation session or listen to the Sample H&I Presentation at <https://na.org/?ID=PR2>

13.1.4 – For correctional settings, volunteers will need to complete a facility-specific orientation and obtain a record check when required. For more details, speak with the facility's H&I Panel Leader.

13.1.5 – Attend 3 training sessions and have 6 months clean before chairing or sharing at an H&I panel or special meeting (NOTE: This doesn't apply to all Special Meetings. For more information, speak with the HIPR Chairperson)

13.1.6 – A cleantime requirement of 3 months must be met before attending training sessions (NOTE: This doesn't apply to all Special Meetings. For more information, speak with the HIPR Chairperson)

13.1.7 – A training session consists of sitting in on an H&I Presentation or Special Meeting and listening/observing (NOTE: Not all meetings are appropriate for training. For more information, speak with the HIPR Chairperson)

13.1.8 – Every H&I Panel Leader, Special Meeting Coordinator and Alternate must read H&I Basics (this includes the “Dos and Don’ts”)

## **13.2 PR**

13.2.1 – Have a one-on-one conversation with the PR Coordinator and maintain contact with the PR Coordinator for mentorship and training purposes

13.2.2 – Read PR Basics

13.2.3 – Read Traditions 6, 10, and 11 from the Basic Text, It Works: How and Why, and Guiding Principles

13.2.4 – A cleantime requirement of 3 months must be met before volunteering at a PR event

13.2.5 – At least one of the volunteers attending a PR event needs to have at least 1 year clean

13.2.6 – The Public Relations Handbook must be read by the PR Coordinator and Alternate PR Coordinator

## **Section 14 Policy & Procedure Direction**

14.1 – Amendments to these Policies & Procedures require a 2/3 majority vote and must be presented to NASC for final approval. The HIPR P&P should be reviewed at least once per year, and revised if necessary.

14.2 – If any element is not covered in this document, the Niagara Area Service Committee (NASC) P&P should be consulted for guidance.