

SOUTH BROWARD AREA POLICY 02-2021

- d. Anyone who is to give a presentation or accompany people to presentations should dress appropriately and obey all dress codes for facilities.
- e. Anyone going on their first presentation for the PR Sub-Committee must be accompanied by someone who has previous experience with PR presentations.
- f. Any person who participates in any presentation shall have observed at least one (1) previous presentation.
- g. Persons giving a Narcotics Anonymous presentation to the public should focus on the Narcotics Anonymous message.

4. **Website Guidelines**

- a. The domain names www.southbrowardna.org and the web hosting account shall be owned by and registered in the name of the South Broward Area of Narcotics Anonymous.
- b. All fees and costs for hosting and maintaining the website shall be paid not more than \$50.00 a month by the South Broward Area through funds allocated by the Public Relations Sub-Committee budget.
- c. At least two (2) members of the Public Relations Sub-Committee and one (1) member of the South Broward Admin Committee shall be privy to all account information and passwords required to access the hosting account.
- d. The PR Sub-Committee shall approve any changes to the content of the website pages.
- e. The website may provide links to www.na.org, regional NA websites within the United States and websites for areas within the United States when requested.
- f. The website may NOT link to any website which ultimately links to either social networking sites, personal pages or websites for commercial endeavors. Exceptions to this would include mapping utilities or documents created for downloading or viewing. A disclaimer must be on each page where they are used stating that NA is not affiliated with the website or company.

5. **Contract Guidelines**

All contracts committing the South Broward ASC or its Sub-Committees to amounts larger than five hundred dollars (\$500.00) are to be reviewed by the ASC Chairperson, ASC Vice-Chairperson and the ASC Treasurer in conjunction with representatives from the committee wishing to enter into the contract. All such contracts are to be signed by the ASC Chairperson or the ASC Treasurer in the Chairperson's absence.

HOSPITALS AND INSTITUTIONS (H&I) SUB-COMMITTEE GUIDELINES

PURPOSE: To coordinate all local Narcotics Anonymous hospitals and institutions meetings. To carry the N.A. message, via meetings, in accordance with our Fifth Tradition.

TRUSTED SERVANTS AND MEMBERSHIP: Chairperson, Vice-Chairperson, Secretary, Literature Distribution, Orientation Chairperson, H&I Meeting Chairpersons

QUALIFICATIONS AND RESPONSIBILITIES:

Chairperson: *Nominated and elected by the South Broward Area Service Committee*

1. Two (2) years clean time;
2. Six (6) months prior involvement in the H&I Committee
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The Chairperson maintains order in Sub-Committee meetings. He/she ensures the N.A. traditions are

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upheld. He/she maintains communications and responds to all requests for meetings from hospitals and institutions. He/she acts as liaison between the Area, the H&I Sub-Committee, and the institutions. He/she contacts all facilities each month to ensure satisfaction on behalf of the facility and ensure that meeting chairpersons have been doing their commitments. He/she must attend all ASC meetings and the meeting with the ASC Vice-Chairperson prior to the ASC. He/she maintains communications with the RSC and must attend all RSC Sub-Committee meetings. He/she maintains a list of contact persons at institutions.

He/she keeps a current listing of H&I meeting Chairpersons. He/she sees that contact persons at the institutions are notified when a new H&I meeting Chairperson is taking over the meeting. He/she is responsible for preparing and submitting the Sub-Committee's budget. He/she should acquaint him/herself with South Broward Area Service Policy.

Vice-Chairperson: *Nominated and elected by the H&I Sub-Committee from its voting members.*

1. One (1) year clean time.
2. Six (6) months prior involvement in the H&I Committee
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

The Vice-Chairperson fills in for the Chairperson when needed. He/she helps the Chairperson maintain order in the Sub-Committee meetings. He/she assists the Chairperson in updating the list of H&I meeting Chairs.

Secretary: *Nominated and elected by the H&I Committee from its voting members.*

1. Six (6) months clean time.
2. Secretarial experience and some organizational ability.

The secretary takes accurate minutes at monthly Sub-Committee meeting. He/she maintains the Sub-Committee's records. He/she keeps an updated volunteer list of willing people who would like to serve on the Sub-Committee.

Literature Distribution: *Nominated and elected by the H&I Sub-Committee from its voting members.*

1. Six (6) months clean time
2. Willingness to fulfill the commitment

This person will keep record of and distribute literature and meeting lists at the monthly Sub-Committee meeting.

- a. Monthly literature needs should be evaluated based on past experience. It is advisable to cover any unusual circumstance.
- b. Hospitals, Treatment Centers, and Institutions should be urged to use their budgets and funds to purchase N.A. literature for use by their clients.

Orientation Chairperson: *Nominated and elected by the H&I Sub-Committee from its voting members.*

1. One (1) year clean time.
2. Six (6) months involvement during the past year in the South Broward Area H&I sub-committee.
3. An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

Attend the monthly H&I sub-committee meeting. Facilitates the orientation process for new members to the South Broward Area H&I sub-committee. The orientation person maintains and updates the area and region jail clearance list for the H&I sub-committee. Assists the Chair and Vice Chair to ensure all H&I meetings are covered throughout the month. Orientation for new members will be held after the sub-committee meeting. New members must be given a copy of policy The South Broward Area H&I Sub-committee policy.

H&I Meeting Chairperson: Nominated and elected by the H&I Committee by its voting members.

1. Six (6) months clean time;
2. An example of living recovery through the application of the 12-Steps and

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- 12-Traditions of Narcotics Anonymous.
3. Willingness to fulfill the commitment.

It is required that the Meeting Chairperson attend the monthly Sub-Committee meetings. If unable to attend, please call the Chairperson or the Vice-Chairperson. If you do not call/attend for three (3) consecutive months, you will lose your meeting. Prior to becoming an H&I Meeting Chairperson, you must attend any three (3) meetings at institutions with another H&I Meeting Chairperson and receive an orientation.

AGENDA FOR SUB-COMMITTEE MEETING:

1. Opening prayer
2. Read Traditions
3. Take attendance and give meeting reports
4. Establish voting membership
5. Read and approve the minutes of the previous meeting
6. Report of budget expenditures including literature disbursements
7. Old business
8. New business
9. Establish next meeting time and place.
10. Close meeting with Serenity Prayer

MOTIONS AND VOTING PROCEDURES

1. **Motions**
Motions may be made and seconded only by voting members.
2. **Voting**
 - a. Voting members of the Sub-Committee shall be: the Vice-Chair, Secretary, Orientation Chairperson and all H&I meeting chairpersons
 - b. In the event of a tie, the Chairperson will exercise his/her right to break such tie.
 - c. A quorum is the simple majority of the voting members. Once a quorum is established at each meeting, it stays through the meeting.

BUDGET:

1. General operating expenses, which may include copies of minutes, guidelines, policies, reports on projects from other levels of service or other committees, postage and rent for H&I committee meeting.
2. The budget needs to be prepared and submitted to the ASC yearly. The H&I Chairperson's report to the ASC should include a monthly statement detailing literature and operating expenses. The H&I committee should receive literature from Area rather than funds for literature. The ASC provides the H&I Sub-Committee with up to \$500.00 worth of literature per month.

ADDITIONAL GUIDELINES:

1. Each speaker must have at least three (3) months clean time to speak at an H&I meeting and have a clear N.A. message.
2. Literature and meeting lists for H&I meetings must be supplied at H&I Sub-Committee meetings only and will be distributed with discretion. H&I Sub-Committee is to be given up-to-date meeting lists as needed.
3. Remember, ego has no place in H&I work. We are here to spread the message of recovery to the suffering addict - not to make a name for ourselves. Narcotics Anonymous through attraction rather than promotion.
4. Rides to outside N.A. meetings are not provided by H&I Committee members. They are only done on a volunteer basis.
5. Speaker and Chairpersons for H&I meetings must not be employed, affiliated or seeking employment with that facility.

Included in this policy is a copy of the H&I Orientation Package. The package contains detailed information on the sub-committee, including: requirements and suggestions for new volunteers, the H&I presentation format, suggested topics for presentations and Sub-Committee rules.

SOUTH BROWARD AREA HOSPITALS AND INSTITUTIONS ORIENTATION PACKAGE

ORIENTATION

H&I orientation is a period that allows NA members to become familiar with H&I work so they aren't rushed into it without any preparation for this service. Many people are apprehensive about getting into H&I for a variety of reasons. Don't be put off, everyone has something to offer.

This packet has been compiled by the South Broward Area H&I Sub-committee to give a brief outline of some of the specifics that will be important for you as a panel member. The H&I handbook gives a much more in-depth look at H&I work in Narcotics Anonymous if you decide you want to learn more about this rewarding type of service.

As a part of orientation we ask that you attend your first H&I presentation as an observer. This will give you a chance to just listen at first and see how an H&I presentation really works. This introduction helps many feel more comfortable when they come join the panel.

WHY IS AN H&I PRESENTATION NECESSARY?

The purpose of an H&I presentation is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings, except for those in long-term facilities, are intended to simply introduce those attending to some of the basics of the NA program.

WHO IS BEST SUITED TO CARRY THE NA MESSAGE INTO A HOSPITAL OR INSTITUTION?

In our experience, it is best for members to have three months clean before attending an H&I presentation as a panel member or speaker, and six months clean before chairing or co-chairing an H&I presentation. It is not important whether or not we have been in a similar facility ourselves. Anyone with a CLEAR and CONSISTENT NARCOTICS ANONYMOUS MESSAGE who is willing to share is well suited for H&I work.

H&I REQUIREMENTS

If you decide that you want to make a commitment and serve on the H&I sub-committee it is because:

1. You have at least six (6) months abstinence from all drugs.
2. You have a strong NA message of recovery from addiction.
3. You are willing to comply with all of the H&I sub-committees and facility's requirements.
4. You are willing to carry the message in a responsible way.

WHAT DO WE PROVIDE AS A SUB-COMMITTEE?

LITERATURE: When the facilities themselves are unable to provide approved NA literature to their residents, H&I will provide such literature. Each facility is different and literature guidelines are set with the subcommittee based on the facility's needs and guidelines. The same rules apply for key tags and other approved NA supplies.

PEN PAL/JAIL MAIL: This is a function of the SOUTH FLORIDA REGIONAL H&I SUB-COMMITTEE. Forms for participating in the valuable service are available through this sub-committee.

WHAT WE DO NOT PROVIDE:

TRANSPORTATION SERVICES: H&I Sub-committees do not provide transportation for residents to outside NA meetings. Providing rides could create a liability for the H&I sub-committee, the Fellowship and the NA member, i.e.: accidents, escapes and false accusations.

H&I PRESENTATION FORMAT:

There are a variety of formats that we use when carrying the message into facilities, but there are some key points to keep in mind about all of them.

The format of any particular H&I presentation may vary from meeting to meeting depending on the type of facility. In short-term facilities, the format will be more focused on the panel members carrying a message into the residents, while at a long-term facility we may encourage more participation from the residents. In H&I we are carrying the message into the facility. At an H&I presentation we are not there to dump our problems, but rather to help these addicts become aware of what NA is and how it works in our lives. In effect, an H&I meeting is an introduction to our fellowship for addicts.

The panel leader should let you know what the format is before the presentation and should be able to answer any questions you may have about it. If you would like to see samples of a variety of formats, there is an explanation of several of them in the H&I Handbook.

Whatever format is chosen, we normally get the residents involved with a question and answer session at some point in the presentation. Also, you may be asked to stay after the meeting for a while to talk with residents if that is allowed.

SOME SUGGESTED TOPICS:

1. Transition to the fellowship.
2. The BASICS: Don't use, meetings, phone numbers, literature, sponsorship, and THE 12 STEPS.
3. Responsibility for our own recovery.
4. Identify rather than compare.
5. Spiritual not religious program.
6. Denial and reservations.
7. Giving up old playmates, playgrounds and playthings.
8. Living JUST FOR TODAY.
9. The first three steps.
10. Surrender, acceptance and feelings.

This is a list of some topics that could be talked about during your meetings, but there are countless others. Topics should, however, be chosen carefully, keeping in mind the 12 STEPS and 12 TRADITIONS of NARCOTICS ANONYMOUS.

PERSONAL COMMITMENTS

Please DO NOT volunteer for an H&I Commitment if:

1. You are not sure that you want to attend.
2. You are not sure will be able to attend the meeting. If something comes up and you will be unable to make it, try to give a member from the sub-committee at least 48 hours' notice so that he/she can invite someone to fill your spot. DO NOT ask someone to take your place or even to come along with you to the meeting. The meeting chairperson is the only one that is allowed to invite people to an H&I presentation.

QUESTIONS AND ANSWERS

It is a good idea to encourage questions concerning what was presented at the meeting or other general questions about NA, but there are a few things you should keep in mind.

Please remember that NA has NO OPINION on outside issues. Occasionally during the question and answer period or when talking after the presentation, the residents will ask us to give an opinion on outside issues, such as:

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1. Other recovery programs or fellowships
2. The facility, i.e.: "Do I need to stay in treatment?"
3. Many other issues that do not pertain to recovery from addiction in the Narcotics Anonymous Fellowship.

It is very important that we are not drawn into these types of discussions! Always remember to only share your experience, strength and hope about YOUR recovery in Narcotics Anonymous.

WORKING WITH OTHERS: MEN WITH MEN, WOMEN WITH WOMEN

Some facilities house only men or only women. Other facilities house both men and women, but keep them separate. In these facilities, where your presentations will consist of only men or only women, we feel strongly that only same-sex Narcotics Anonymous members should participate. Remember, our primary purpose is to carry the message of recovery, not to make our presentations more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Experience has taught us that we can avoid problems if we follow this simple guideline.

ADOLESCENTS

When adolescents are referred to in this orientation package, we are referring to anyone under the legal age of majority in Florida. We need to remember that adolescents are prospective members and should be treated with respect. When sharing in an H&I presentation, we need to remember that to an adolescent, the stress experience due to peer pressure or the relationship with their parents and/or teacher may be just as much a crisis to them as losing a job, marriage, or house may be to others. In NA, we learn to deal with our feelings and emotions, and share with others how we have been able to work through them by utilizing the Twelve Steps of Narcotics Anonymous.

Due to the government statutes regarding adolescents, we need to be especially aware of facilities' rules and regulations as they relate to our interaction with these prospective members. For example, some facilities may require a staff member to be present during H&I presentations. One suggestion we may make to administrators or facilities for adolescents is that they make the attendance at the H&I presentation voluntary. We have found this reduces distraction, increasing the opportunity for recovery in the Narcotics Anonymous Fellowship.

While some people maintain that adolescents respond better to people closer to their own age, the bulk of our experience suggests that the age of a person sharing at an adolescent H&I presentation is secondary to their ability to share a strong, clear message of recovery. Adolescents seem to respond more to the message than to the messenger. All H&I presentations are highly structured and should be geared towards recovery through the Twelve Steps of Narcotics Anonymous. Our experience has shown that we do not need to use a special format when carrying the message to adolescents.

In addition to the do's and don'ts found at the end of this package we feel that the following should be included.

DO'S

- DO** Remember that this is a "we" program. No addict should feel that he/ is being preached to
- DO** Remember that an addict is an addict, regardless of age.
- DO** Tell them that there is fun in recovery, i.e.: social events, fellowships, etc.
- DO** Acknowledge and validate their feelings and emotions.

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DON'TS

- DON'T** Glorify your past.
- DON'T** Say, "I feel like I'm talking to my kids."
- DON'T** Compare your bottom to theirs.
- DON'T** Patronize adolescents.
- DON'T** Use profanity.

DO'S AND DON'TS FOR H&I PARTICIPATION

DO'S

- DO** Make the directories of outside meetings available to residents.
- DO** Clarify the facility's rules with anyone you bring in.
- DO** Start and end on time!!!!
- DO** Briefly explain what H&I is.
- DO** Make it clear that NA is separate and distinct from the facility as well as other fellowships.
- DO** Try to get residents involved, especially those in long-term facilities (i.e.: literature person, coffee maker, readings, etc.)
- DO** Obey the dress codes. Exercise common sense and dress appropriately.
- DO** Keep staff aware of your whereabouts at all times.
- DO** Stamp all literature you bring into a facility with the local helpline number.
- DO** Screen all panel members carefully, especially regarding clean time or other requirements.

DON'TS

- DON'T** Break another person's anonymity, or tell his or her story.
- DON'T** Debate any issues involving facility rules or regulations.
- DON'T** Get involved in discussions on outside issues; remember why we are there.
- DON'T** Put too much focus on what it was like. They already know.
- DON'T** Debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
- DON'T** Discuss conditions within the facility, or opinions about staff members.
- DON'T** Carry excessive cash, or wear expensive or flashy jewelry.
- DON'T** Show favoritism to any resident(s).
- DON'T** Take messages in or out of the facility.
- DON'T** Give out any other person's address or phone number.
- DON'T** Carry in any contraband items, such as cigarettes (if applicable) or weapons.

Remember at all times that you have a responsibility to the facility, to the residents, and to NA. If you observe the above suggestions, and follow the Twelve Traditions, you will uphold the responsibilities to all three.