

# **NCASC HOSPITALS & INSTITUTIONS/PUBLIC RELATIONS (HIPR)**

## **SUBCOMMITTEE POLICY GUIDELINES** UPDATED OCTOBER 2015

This information is intended to provide you with overall guidelines for the North City Area HIPR Subcommittee and is to be used in conjunction with the NA H&I Handbook and the NA PR Handbook.

### **Article I.**

#### **Purpose**

Our purpose is based on NA's 12<sup>th</sup> step and our 5<sup>th</sup> tradition, "Each group has but one primary purpose—to carry the message to the addict who still suffers." Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery— that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live.

### **Article II.**

#### **Function**

The Subcommittee's function is to effectively communicate and demonstrate Narcotics Anonymous' message of recovery – "that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live" - while developing positive, ongoing, and cooperative relationships with community-based organizations (including, but not limited to public media and communications, churches and religious organizations, treatment and detoxification facilities, homeless shelters, hospitals, service organizations, professional associations, other 12 step fellowships, other self-help groups, and various government branches, such as police departments, military facilities, and educational facilities). The committee will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.

A. The NCA HIPR Subcommittee shall perform all functions historically performed by the North City Area Hospitals & Institutions Subcommittee. It will utilize local, region, and world approved service handbooks and materials that are written for those committees.

B. The NCA HIPR Subcommittee is a standing sub-committee of the North City Area Service Committee, hereafter referred to as the NCASC.

C. The NCA HIPR Subcommittee shall comply in all its actions with the following documents in precession:

1. The Twelve Traditions of Narcotics Anonymous
2. The Twelve Concepts for NA Service
3. The Narcotics Anonymous H&I and PR Handbooks
4. The current policy guidelines of the NCA HIPR Subcommittee
5. The current policy guidelines of the NCASC

## **Article III. Subcommittee Meetings & Membership**

A. Subcommittee business meetings shall be held at least once a month in a public, easily accessible location designated by the membership. No business meeting shall last for more than one and one half hours, except when a decision to extend this time limit is made by the members present.

B. In keeping with the 3<sup>rd</sup> Tradition, the Subcommittee monthly meetings are open to any member of Narcotics Anonymous.

1. Any member is welcome to attend our monthly meetings as an “observer” without subcommittee membership.
2. There is no clean time requirement for those who wish to join the subcommittee as an active member. Any NA member will become an active NCA HIPR subcommittee member and gain voting rights by attending 2 consecutive monthly subcommittee meetings and informing the subcommittee of their desire to join.
3. All new subcommittee members must participate in an orientation process. The orientation will vary depending on the service commitment. The orientation process may consist of (but is not limited to) the following:
  - a. Receiving and reviewing a NAWS H&I and/or PR Handbook, NCA HIPR Policy and additional literature appropriate to the member’s service commitment.
  - b. Meeting with an experienced HIPR member who will review and explain the NCA HIPR policy guidelines.

## **Article IV. Subcommittee Meeting Format**

A. Moment of silence

B. Readings

1. Service Worker’s Prayer
2. 12 Traditions & 12 Concepts of NA

C. Roll call

D. Read & approve the minutes of the previous meeting

E. Literature Chair report

F. HIPR Subcommittee Facilitator report

G. Co-Facilitator – H&I report

1. Panel Coordinator reports

a. Panel Coordinators may relinquish part of their report to their Panel Leaders

H. Co-Facilitator – PR report

1. PR Coordinator reports

I. Elections (if applicable)

J. Old business

1. H&I

2. PR

K. New business

1. H&I

2. PR

L. Announce next subcommittee meeting date and take-home work

M. HIPR Subcommittee Facilitator thanks everyone for carrying the message

N. Close with the “we” version of the Serenity Prayer

## **Article V. Subcommittee Structure**

## **Article VI. Trusted Servant Requirements, Duties & Responsibilities**

A. HIPR Subcommittee Facilitator

1. Requirements

- a. A minimum of two years continuous abstinence from all drugs and a minimum of one year of H&I and/or PR experience.
- b. Familiarity with all HIPR-related NAWS approved handbooks (including the Public Relations Handbook, H&I Handbook, etc).
- c. The Subcommittee Facilitator is elected by the NCASC.
- d. The term is for one year starting in January.

2. Responsibilities & Duties

- a. Preside at all regular, special, and general subcommittee meetings, maintaining order and keeping the discussion on topic.
- b. Ensure the traditions are upheld in all matters.
- c. Prepare an agenda for each subcommittee meeting.
- d. Maintain a line of communication between HIPR subcommittee and the NCASC, including giving a monthly report to the NCASC.
- e. Shall attend the regional H&I subcommittee meetings.
- f. Work with the Secretary to draft all correspondence to facilities served by the subcommittee.
- g. Maintain meeting referral information about the fellowship so that facilitators can refer those leaving an H&I setting for another area.
- h. Will attend the Policy and Administration subcommittee meeting and report the results of the meeting to the HIPR subcommittee
- i. May at any time visit any meeting/presentation at any facility for a purpose beneficial to the subcommittee, including offering assistance to panel participants.

## B. Co-Facilitators (H&I and PR)

### 1. General Requirements

- a. A minimum of one-year continuous abstinence from all drugs and a minimum of six months of H&I and/or PR experience.
- b. Familiarity with all HIPR-related NAWS approved handbooks (including the Public Relations Handbook, H&I Handbook, etc).
- c. Term is one year.
- d. Willingness to serve as Subcommittee Facilitator the following year.

### 2. General Responsibilities & Duties

- a. Work closely with the HIPR Subcommittee Facilitator.
- b. May at any time visit any meeting/presentation at any facility for any purpose beneficial to the subcommittee, including offering assistance to panels.
- c. In the absence of the Subcommittee Facilitator, the more experienced Co-Facilitator shall perform the duties of the Subcommittee Facilitator.
- d. Committee will nominate the Co-Facilitator to become the new Subcommittee Facilitator at the end of the current Subcommittee Facilitator's term. By group conscience, the subcommittee will determine which Co-Facilitator receives the nomination.
- e. If the position of Subcommittee Facilitator is vacated between regular elections, the Co-Facilitator with more HIPR experience shall complete the Subcommittee Facilitator's term.
- f. Expected to attend monthly subcommittee meetings.

### 3. H&I Co-Facilitator Responsibilities & Duties

In addition to the general responsibilities above, the following duties apply only to the H&I Co-Facilitator:

- a. Give a monthly H&I Co-Facilitator report to the subcommittee.
- b. Work with the Panel Coordinators to assure that volunteers are placed as Panel Leaders and speakers.

### 4. PR Co- Facilitator Responsibilities & Duties

In addition to the general responsibilities above, the following duties apply only to the PR Co-Facilitator:

- a. Give a monthly PR Co- Facilitator report to the subcommittee.
- b. Work with the Project Coordinators to assure that volunteers are placed as Project Team Members.
- c. Develop and coordinate PR projects for the North City area.

## C. HIPR Secretary

### 1. Requirements

- a. A minimum of one-year continuous abstinence from all drugs.
- b. Term is one year.

### 2. Responsibilities & Duties

- a. Keep a complete record in the form of minutes of every regular, special, and general subcommittee meeting.
- b. Keep a complete and updated panel member list with the names, recovery dates, and telephone numbers of all current H&I speakers.
- c. Shall keep a continuing roster of monthly attendance at the subcommittee meetings.
- d. Send notices or make telephone calls for special meetings.
- e. Maintain all necessary stationery supplies and prepare correspondence, as needed.
- f. Maintain all necessary meeting archives.
- g. Shall type and prepare any materials necessary for distribution to members of the HIPR subcommittee.
- h. Expected to attend monthly subcommittee meetings.

## D. HIPR Literature Chair

### 1. Requirements

- a. A minimum of one-year continuous abstinence from all drugs and a minimum of three months of H&I and/or PR experience.

b. Term is one year.

## 2. Responsibilities & Duties

- a. Place monthly literature order and pick up items from the CSO. Maintain a literature stockpile.
- b. Distribute literature to all Panel Coordinators at the monthly subcommittee meeting.
- c. Present a comprehensive verbal report of literature distributed to the HIPR subcommittee at each subcommittee meeting.
- d. Shall work with the HIPR Subcommittee Facilitator to ensure that necessary funds are requested and obtained from the NCASC in order to purchase monthly lit supplies.
- e. Audit distribution records on an ongoing basis to ensure that the correct amount of literature is being ordered per month and that requests for NCASC funds are prudent.
- f. Expected to attend monthly subcommittee meetings.

## E. H&I Panel Coordinators

### 1. Requirements

- a. A minimum of one-year continuous abstinence from all drugs and a minimum of three months of experience as an H&I Panel Leader.
- b. Familiarity with all H&I-related NAWS handbooks.
- c. Term is one year.

### 2. Responsibilities & Duties

- a. Shall keep in close contact and work with HIPR elected officers and the Panel Leaders for the meetings/presentations for which they are the Coordinator.
- b. Give a monthly Panel Coordinator report to the subcommittee.
- c. Shall meet with administrators of facilities in the interests of harmony.
- d. Shall make sure that panels are filled for scheduled meetings for which they are the Coordinator.
- e. Shall keep all Panel Leaders informed of the rules of the facility and any rule changes.
- f. Expected to attend monthly subcommittee meetings.

## F. H&I Panel Leaders

### 1. Requirements

- a. A minimum of one-year continuous abstinence from all drugs and a previous experience as an H&I Panel Speaker.
- b. Familiarity with all H&I-related NAWS handbooks.

c. Term is six months.

2. Responsibilities & Duties

- a. Conduct panel meetings/presentations in the facility served according to NA handbooks and service guidelines.
- b. Inform H&I Coordinator as soon as possible when unable to coordinate meetings.
- c. Invite panel speakers to the meeting and inform them of all applicable rules of the facility and procedures for that meeting.
- d. Go over "Do's and Don'ts" with panel speakers.
- e. Maintain communication with the H & I Coordinator about the meeting.
- f. Stay informed of facility rules and policies and report any changes to the H&I Coordinator.
- g. Pickup and distribute literature for the facility.
- h. Ensure speakers are scheduled and confirmed for all meetings for which they are a Panel Leader.
- i. Encouraged to attend monthly subcommittee meetings.

G. PR Project Coordinators

1. Requirements

- a. A minimum of one-year continuous abstinence from all drugs and a minimum of three months of H&I and/or PR experience.
- b. Familiarity with all PR-related NAWS handbooks.
- c. Term is six months.

2. Responsibilities & Duties

- a. Shall keep in close contact and work with HIPR elected officers and the PR Project Team Members for the project(s) for which they are the Coordinator.
- b. Give a monthly Project Coordinator report to the subcommittee.
- c. Coordinate all activities related to their project.
- d. Submit a project budget to the subcommittee for their approval.
- e. Expected to attend monthly subcommittee meetings.

H. PR Project Team Members

1. Requirements

- a. A minimum of one-year continuous abstinence from all drugs and a minimum of three months of H&I and/or PR experience.
- b. Familiarity with all PR-related NAWS handbooks.
- c. Term is six months.

## 2. Responsibilities & Duties

- a. Shall keep in close contact and work with the PR Project Coordinator for the project(s) for which they are a Team Member.
- b. Carry out responsibilities as delegated by the PR Project Coordinator.
- c. Inform PR Project Coordinator as soon as possible when unable to fulfill responsibilities.
- d. Encouraged to attend monthly subcommittee meetings.

## I. HIPR Subcommittee Members

### 1. Requirements

- a. No minimum clean time or H&I/PR experience required.

### 2. Responsibilities & Duties

- a. While Subcommittee Members have no designated duties, they are expected to attend the monthly HIPR subcommittee meetings and assist the subcommittee in completing its day-to-day operations. Examples may include, but are not limited to voting on proposed motions, helping set up before and/or clean up after a Learning Day, making copies, carrying literature, etc.
- b. Encouraged to attend monthly subcommittee meetings.

## J. Special Rules

1. Any NA member who is involved with a given facility on a professional or volunteer basis shall not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no HIPR member will interfere with or use influence in any facility, court, or hospital; nor with any judge, doctor, and probation or parole officer. Further, HIPR members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.

## **Article VII.**

### **Attendance**

A. Roll call shall be taken at the beginning of the meeting.

B. All Officers, Panel Coordinators and Panel Leaders are expected to be present at the subcommittee meeting.

C. Any Officer or Panel Leader of the HIPR subcommittee who misses two consecutive months or three out of five consecutive months without just cause shall be asked to step down or considered for dismissal.

## **Article VIII. Conducting Business**

A. As stated in Article I of this policy, the NCA HIPR Subcommittee shall comply in all its actions with the following documents in precession:

1. The Twelve Traditions of Narcotics Anonymous
2. The Twelve Concepts for NA Service
3. The Narcotics Anonymous H&I and PR Handbooks
4. The current policy guidelines of the NCA HIPR Subcommittee
5. The current policy guidelines of the NCASC

B. Quorum

1. A quorum will be comprised of the number of members present.

C. Participation & Motions

1. A motion can be made or seconded by any voting HIPR subcommittee member or officer (excluding the

HIPR Subcommittee Facilitator). Anyone may entertain a motion.

2. The HIPR subcommittee shall not make any motions or take any other action that conflicts with the

Twelve Traditions of Narcotics Anonymous.

3. A voting member must second a motion or it is tabled until the next meeting. If no second is made the

motion dies.

4. All motions shall include an intent and must be explained by the maker. 5. Topics for discussion shall be presented to the committee for open discussion. The discussion shall not

exceed 10 minutes, with each person allowed up to 3 minutes.

6. At the end of open discussion, the Subcommittee Facilitator may then accept two pros and two cons on

the  
motion.

7. If 10 minutes has elapsed, the Subcommittee Facilitator will look for consensus. If consensus cannot be reached, it is up to the discretion of the Subcommittee Facilitator to continue open discussion, proceed into motion practice or end the topic.
8. Questions relating to the motion shall always be allowed before a vote is taken.

#### D. Voting

1. Only HIPR subcommittee members with voting rights and HIPR officers (excluding the HIPR Subcommittee Facilitator) may vote on motions or elections at the meeting.
2. A majority vote, that is, over fifty percent of votes cast shall be sufficient for the adoption of any motion,  
except a motion that creates or changes policy. Abstentions shall count as votes cast.
3. Any motion that creates or changes policy shall require a two-thirds majority of votes cast to pass.
4. In the case of a tie, the HIPR Subcommittee Facilitator shall vote.

### **Article IX.**

#### **Elections**

- A. Elections of HIPR Officers shall be held annually in December and have a 1 month training with the exiting Officers and take office in January of the following year.
- B. The Subcommittee Facilitator is elected by the NCASC however the subcommittee is encouraged to submit a recommendation for Subcommittee Facilitator to the NCASC for their consideration.
- C. Elections of all H&I Panel Coordinators, H&I Panel Leaders, PR Project Coordinators and PR Project

Team

Members shall be held as  
needed.

D. Any Officer or Coordinator can simultaneously serve as an H&I Panel Leader or PR Project Team Member.

E. During elections of trusted servants, the nominees shall leave the room following all discussion and prior to

voting

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F. All committee members have one vote in elections for any position regardless of number of positions a subcommittee member holds.

G. Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.

H. No subcommittee member is recommended to hold a position for more than 2 consecutive terms. In the event that a position is not filled, the previous holder may continue to fulfill the duties of that position or the Subcommittee Facilitator can appoint a qualified person to maintain the position's duties until said position is filled.

**Article X. Resignation &**

**Removal**

A. Voluntary

1. A trusted servant who wishes to step down must alert the HIPR Subcommittee Facilitator and one of the

subcommittee's Co-Facilitators that they are no longer able to complete their term.

2. H&I Panel Leaders should inform both their Panel Coordinator, as well as the HIPR Subcommittee Facilitator or the H&I Co-Facilitator.

3. PR Project Team Members should inform both their Project Coordinator, as well as the HIPR Subcommittee Facilitator or the PR Co-Facilitator.

B. Involuntary

1. The HIPR Subcommittee Facilitator may ask any disruptive person to leave the HIPR subcommittee meeting after two warnings.

C.

Dismissal

1. Dismissal of any HIPR Trusted Servant should be decided by a majority vote of the subcommittee member(s).
2. Any HIPR Trusted Servant may be dismissed from their position for non-compliance by a phone call from the HIPR Subcommittee Facilitator, a Co-Facilitator or an H&I Panel Coordinator, stating the concerns and reason they have been removed. If a member who is the subject of a motion to be dismissed from their position is present, and can address the concerns of their non-compliance with their service responsibilities, a phone call will not be required. Non-compliance includes, but is not limited to:
  - a. Loss of abstinence from drugs.
  - b. Failing to perform the duties of their position for two consecutive months without just cause.
  - c. Two consecutively missed HIPR subcommittee meetings for which they are required to attend or three missed out of five consecutive meetings.

**Article XI. PR**

**Plan**

In order to insure the best use of our limited resources, it is essential to use good planning in our Public Relations efforts. All proposed projects will be submitted to the committee using the Public Relations Plan Submission Form (Appendix A) contained in these guidelines. Using this form allows the committee to thoroughly analyze and prioritize each proposed project. The plan submission form helps insure all our communications and interactions are professional, consistent and mutually beneficial.

- A. All proposed PR action plans will be submitted on the PR Plan Submission Form included in these guidelines (Appendix A). All plan submission forms will be kept by the HIPR Secretary.

B. Each plan will be reviewed and either approved or rejected by the subcommittee. In the event the plan could potentially or significantly affects the groups and/or area as a whole, the plan will be referred to the NCASC with recommendation for approval or disapproval.

## APPENDI

### X A

#### ***North City Area PR Plan Submission Form***

**Name of plan:** \_\_\_\_\_ **Is this plan one time or recurring?** \_\_\_\_\_ **If recurring, how frequent?** \_\_\_\_\_ **Describe plan:** \_\_\_\_\_

\_\_\_\_\_ **NA member responsible to communicate with public contact:**

\_\_\_\_\_ **Public contact name and phone:**

\_\_\_\_\_ **Did public contact request this plan from NA?** \_\_\_\_\_ **If yes, when?** \_\_\_\_\_ **Is ongoing contact necessary or recommended?** \_\_\_\_\_

\_\_\_\_\_ **If yes, how frequently and for what purpose?** \_\_\_\_\_

\_\_\_\_\_ **What human resources are needed? (for example, how many people are needed? How often are they needed? Are there clean-time or orientation requirements? Are any special skills, abilities or experience needed?)** \_\_\_\_\_

\_\_\_\_\_ **Is NA literature needed?** \_\_\_\_\_ **If so, what and how many:** \_\_\_\_\_

\_\_\_\_\_ **Lit. Cost:** \_\_\_\_\_ **Are there specific project resources other than literature (such as a meeting room or microphone) needed?** \_\_\_\_\_ **If so, what are they and what are the financial costs?** \_\_\_\_\_

\_\_\_\_\_ **Does the public contact or facility have any special rules or conditions for this plan?** \_\_\_\_\_

\_\_\_\_\_ **Does the plan adhere to NA's traditions and concepts?** \_\_\_\_\_ **How does this project specifically fulfill NA's primary purpose?** \_\_\_\_\_

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\_\_\_\_\_ Is any special research or planning needed to implement this plan? \_\_\_\_\_  
\_\_\_\_\_ If so, what?  
\_\_\_\_\_

\_\_\_\_\_ Are there any special considerations of dress or language which will help our message be better received?

\_\_\_\_\_ Should this plan be referred to the Area and/or Groups for their approval?  
\_\_\_\_\_

Total approximate cost: \$ \_\_\_\_\_ Total approximate hours:  
\_\_\_\_\_

Plan

Status:

\_\_\_\_\_ approved \_\_\_\_\_ approved when resources are available

\_\_\_\_\_ rejected \_\_\_\_\_ referred to area with recommendation to approve

PRC member assigned to report on plan to NC ASC:  
\_\_\_\_\_