

## **UNITY AREA OF NARCOTICS ANONYMOUS**

6/23/24

Minutes by Ashley Brinkman

Called the meeting to order with a moment of silence, reading of the Service Prayer, read 12 Traditions of NA, 12 Concepts of NA Service, and Definition & Purpose of Area Service Committee.

**QUORUM CALL** Chari M, Sean, Kevin, Roger, Doug, Arnold, Courtney, Saed, Emily

### **ROLL CALL**

#### **ADMIN COMMITTEE**

Chair- Ashley D. -Present

Vice Chair-vacant

Treasurer- Chad M. -present

Vice Treasurer- Scott R. -absent

Secretary- Ashley B.- present

#### **SUBCOMMITTEES**

Hospitals & Institutions- Greg - present

Public Relations- vacant

Literature- Sean-present

Activities and Fundraisers- Michelle C.-present

Area Service Rep- Robbie-present

#### **GSRs AND ALTERNATES**

Conscious Contact- vacant

First Step Group- Saed- present

Flying High- Doug-present

Hardcore- Courtney- present

High Noon- Irene-absent

Keep Your Chair & Share- vacant

SNRP- Johnny -absent

Survivor's Group- Sean-present

It Works-Arnold- present

Awaken Spiritually- absent

Just for Today-Roger-present

Living Clean- absent

Out of Dark, Into Light- Sabrina A. -absent

Stairway to Life- Chari M.- present

Freedom Friday- Emily-present

Honest Sharing- Kevin-present

Any Addict- Austin-absent

**SECRETARY'S REPORT** - minutes on table, motion was made to waive reading of minutes.

**OPENING TREASURER REPORT**- Opening balance of \$5,831.18

## **GSR REPORTS**

**First Step Group**-Saed-see attached report  
**Flying High**-Doug- see attached report  
**Hardcore**- Courtney- See attached report  
**Survivors**- Sean- no report  
**It Works**- Arnold- See attached report  
**Stairway to Life**-Chari M.-See attached report  
**Honest Sharing**: Kevin- see attached report  
**Just for Today**- Roger- See attached report  
**Freedom Friday**- Emily- see attached report

**ASR REPORT**- Robbie- The NA signs have been distributed. We have enough to hang up around the GNO area. There needs to be some training and decisions made before hanging them. Robbie attended the H&I learning day in Baton Rouge. Robbie will attend the next regional July 13<sup>th</sup>-14<sup>th</sup>.

## **SUBCOMMITTEE REPORTS**

**Hospitals & Institutions**- Greg- present- see attached report- Greg has the final subcommittee guidelines. ***These will be added to the minutes and brought back to groups to vote on.***

**Public Relations**- vacant- Please encourage anyone interested in this position to come to area to be nominated.

**Literature**- Sean- Sean is making a literature order.

**A&F**- Michelle- Michelle is going to coordinate a meeting to plan for the distribution of the signs. Elections for A&F will be held next month at their subcommittee meeting. Jess A. was voted in as the chairperson. Jess will be here at the next meeting for elections. Michelle will still be very involved in the subcommittee. The game night was a great success and made a profit of \$602.00.

## **OLD BUSINESS:**

- Nominations were taken. Elections will take place at the July area meeting. Service area resumes were passed out to be returned at the next meeting. Nominations are still open until elections are held. All nominees must be present to be elected.
  - Chairperson- Ashley D. was nominated for chair- no resume needed
  - Vice chairperson- Mel was nominated for Vice chair- turned in his resume
  - Secretary- Chari was nominated for secretary- turned in her resume
  - Treasurer- Chad was nominated for treasurer-no resume needed
  - Vice treasurer- Scott was nominated for vice treasurer-no resume needed
  - ASR- Robbie was nominated for ASR- no resume needed
  - H&I- Greg was nominated for H&I- no resume needed
  - Public relations- Michelle is willing to look at the requirements
  - Literature- Kristine was nominated for Literature- resume was turned in
  - A&F- will have an election and a nominee for the next area meeting

All nominees accepted the nomination.

## **NEW BUSINESS:**

- All resumes were received and will be added to the meetings mins to be brought back to groups for final voting.
- Doug asked about a motion in the regional area that needed to be voted on motion # 2024-04-08. This motion was for profits to be shared between the region and the area that put on the convention. Upon further review it looks like the motion was tabled at region for legal advice. GSRs were asked to remain aware of this motion if it comes back for voting.

**TREASURER'S CLOSING REPORT** Closing balance is \$6,999.76

**MOTION TO CLOSE**

Chari motioned to close seconded by Greg

**Next Area Meeting will be Sunday July 21, 2024**

**Closed the meeting with the Serenity Prayer.**



Unity Area of Narcotics Anonymous



GSR Report Form

Group Name: FLYING HIGH Date: 6-23-24

Location: 17<sup>TH</sup> & WILLIAMS

When is Group Conscience? 3<sup>RD</sup> WEDNESDAY

GSR Name: DOUGL

GSR Address: \_\_\_\_\_

GSR Email Address: DLINEBARGER

GSR Phone Number: 504-343-7538

Alternate GSR Name: \_\_\_\_\_

Alternate GSR Address: \_\_\_\_\_

Alternate GSR Email Address: \_\_\_\_\_

Alternate GSR Phone Number: \_\_\_\_\_

Average Weekly Attendance: 6-8

Average Newcomers Per Meeting: 1

Average 7<sup>th</sup> Tradition Donation: \$ 20.00

Area Donation: \$ ~~20.00~~ DM \$20.00

Literature Order: \$ -0-

Group Report (Comments, Concerns, Special Needs, Etc.):

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Unity Area of Narcotics Anonymous



GSR Report Form

Group Name: Stairway to Life Date: 6/23/24

Location: 1002 Talbot Hibodaux

When is Group Conscience? 2nd & Tuesday

GSR Name: Chari M.

GSR Address: 122 Campo Ct. Houma, La 70364

GSR Email Address: flowerpower70094@gmail

GSR Phone Number: 504-290-7888

Alternate GSR Name: \_\_\_\_\_

Alternate GSR Address: \_\_\_\_\_

Alternate GSR Email Address: \_\_\_\_\_

Alternate GSR Phone Number: \_\_\_\_\_

Average Weekly Attendance: 50

Average Newcomers Per Meeting: 1

Average 7<sup>th</sup> Tradition Donation: \$ \$20

Area Donation: \$ 50.00

Literature Order: \$ 0

Group Report (Comments, Concerns, Special Needs, Etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Unity Area of Narcotics Anonymous

GSR Report Form



Group Name: Just for today Date: 6-23-2024

Location: John calvin church transcontinental and Glendale.

When is Group Conscience? Sunday before Area!

GSR Name: Roger Normand

GSR Address: 2805 Kingman st Apt A metairie, LA 70006

GSR Email Address: designs\_customs413@icloud.com

GSR Phone Number: 504-884-2227

Alternate GSR Name: \_\_\_\_\_

Alternate GSR Address: \_\_\_\_\_

Alternate GSR Email Address: \_\_\_\_\_

Alternate GSR Phone Number: \_\_\_\_\_

Average Weekly Attendance: 18

Average Newcomers Per Meeting: 2

Average 7<sup>th</sup> Tradition Donation: \$ 19.00

Area Donation: \$ 19.27

Literature Order: \$ 3073

Group Report (Comments, Concerns, Special Needs, Etc.):

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# Unity Area of Narcotics Anonymous



## GSR Report Form

Group Name:

Freedom Friday 7:30-8:30

Date:

6/23/24

Location:

Good Shepherd Church

When is Group Conscience?

GSR Name:

Emily A.

GSR Address:

GSR Email Address:

emily.abadie@gmail.com

GSR Phone Number:

504-442-2013

Alternate GSR Name:

Alternate GSR Address:

Alternate GSR Email Address:

Alternate GSR Phone Number:

Average Weekly Attendance:

15

Average Newcomers Per Meeting:

2

Average 7<sup>th</sup> Tradition Donation: \$

\$30

Area Donation: \$

\$50

Literature Order: \$

\$21.43

Group Report (Comments, Concerns, Special Needs, Etc.):

~~All days not more home group~~  
~~members~~  
~~none~~



Narcotics Anonymous

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Unity Area of Narcotics Anonymous



GSR Report Form

Group Name: Hardcore Date: 6/23/24.

Location: John Calvin - Transcontinental + glendale

When is Group Conscience? ~~Wed~~ 2nd Wednesday of the month

GSR Name: Courtney A.

GSR Address: \_\_\_\_\_

GSR Email Address: \_\_\_\_\_

GSR Phone Number: (225) 636-1662

Alternate GSR Name: \_\_\_\_\_

Alternate GSR Address: \_\_\_\_\_

Alternate GSR Email Address: \_\_\_\_\_

Alternate GSR Phone Number: \_\_\_\_\_

Average Weekly Attendance: 25

Average Newcomers Per Meeting: 2

Average 7<sup>th</sup> Tradition Donation: \$ 35.00

Area Donation: \$ 75.00

Literature Order: \$ 0

Group Report (Comments, Concerns, Special Needs, Etc.):

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**Narcotics  
Anonymous**





Unity Area of Narcotics Anonymous



GSR Report Form

Group Name: Honest sharing Date: 6/23/24

Location: St MARK church on MANHATTAN BL.

When is Group Conscience? every Third Friday

GSR Name: KEVIN P.

GSR Address: 7231 Voyageur Ct. NOLA 70129

GSR Email Address: PERK2KEV59@GMAIL.COM

GSR Phone Number: 504-920-6265

Alternate GSR Name: \_\_\_\_\_

Alternate GSR Address: \_\_\_\_\_

Alternate GSR Email Address: \_\_\_\_\_

Alternate GSR Phone Number: \_\_\_\_\_

Average Weekly Attendance: 16

Average Newcomers Per Meeting: 105

Average 7<sup>th</sup> Tradition Donation: \$ 20

Area Donation: \$ 20

Literature Order: \$ 4.72

Group Report (Comments, Concerns, Special Needs, Etc.):

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Unity Area of Narcotics Anonymous



GSR Report Form

Group Name: It Works Date: 5/23/24

Location: 2825 Paris Rd Chalmette La

When is Group Conscience? Every 3rd Sat.

GSR Name: Arnold L.

GSR Address: 4820 Major Dr N.O. La.

GSR Email Address: alexy1@cox.net

GSR Phone Number: 504 722-9787

Alternate GSR Name: Chris B

Alternate GSR Address: 8400 Patricia St Chalmette La

Alternate GSR Email Address: Ceccefree81@gmail.com

Alternate GSR Phone Number: 504 397-2553

Average Weekly Attendance: 11 to 5.

Average Newcomers Per Meeting: 2

Average 7<sup>th</sup> Tradition Donation: \$ 0.00

Area Donation: \$ 0.00

Literature Order: \$ 0.00

Group Report (Comments, Concerns, Special Needs, Etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Unity Area of Narcotics Anonymous



GSR Report Form

Group Name: 1st step Group Date: 6/23/2011

Location: \_\_\_\_\_

When is Group Conscience? 3rd Tuesday

GSR Name: Saeed Chaar

GSR Address: \_\_\_\_\_

GSR Email Address: saeedchaar@aol.com

GSR Phone Number: 504.810-8416

Alternate GSR Name: \_\_\_\_\_

Alternate GSR Address: \_\_\_\_\_

Alternate GSR Email Address: \_\_\_\_\_

Alternate GSR Phone Number: \_\_\_\_\_

Average Weekly Attendance: 14

Average Newcomers Per Meeting: 0-1

Average 7<sup>th</sup> Tradition Donation: \$ 28

Area Donation: \$ 0

Literature Order: \$ 0

Group Report (Comments, Concerns, Special Needs, Etc.):

SPeak and Eat July 23. A pot luck. food at 7. speaker at 8.

6/23/2024

We missed NA posters from the RSC. At some point we need to hold a service workshop to deal with distribution and packing of these signs.

I was available to attend the Regional H+I learning day. We were given an overview packet. We also need to have a learning day for H+I.

I will be attending RSC in July on the 13th and 14th in Alexandria, La.

Dr. Travis Sykes  
RSC Liaison



## UNITY AREA

       MONTHLY SUBCOMMITTEE REPORT DATE: 6/28/24

Committee Chair: Greg M.

Committee Co-Chair: Mel S.

Meetings Held: Avenues  
Grace House  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Issues Encountered:

all panels are full and  
meeting commitments at  
both facilities Henry dropped  
out of election for vice chair  
and gave up his chairperson  
position





# Unity Area of Narcotics Anonymous

## Subcommittee Report Form



Date: 6/23/2024

- ☒ Activities and Fundraisers
- ☐ Hospitals and Institutions
- ☐ Public Relations

Subcommittee Chairperson: Michelle K.

Subcommittee Chairperson's Phone Number: (504) 307-3706

Subcommittee Co-Chairperson: Jessica A.

Subcommittee Co-Chairperson's Phone Number: (504) 250-5603

### Monthly Subcommittee Meetings Held

When? 2nd tuesday every month @ 7pm

Where? St. Matthews - 4017 Camphor.

### Report to GSRs

Upcoming Orientations or Training:

Type: n/a

Date: \_\_\_\_\_

Time: \_\_\_\_\_

What's happening?

1) Held subcommittee elections - results are

Chair person: Jessica A.

Vice Chair = vacant

Secretary - Donette P.

Treasurer - Courtney A.

2) Game Night was a success - we will be

returning \$1,002.43 to the area.

\$400 was seed money - profit of \$602.00.

thank you for  
Putting trust in me  
and allowing me to serve the area.



**Narcotics  
Anonymous**

In loving service,  
Michelle K.

# Treasure Report/Register of Transactions

Legend

C - Cash Payment  
R - Reimburse

D - Donation  
S - Seed Money

Current Balance  
**\$1,002.43**

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
S	5/19/2024	Seed Money	UASC - Seed Money		\$400.00	\$400.00
R	6/5/2024	Michelle C - Amazon	Concession & Bingo Supplies	\$94.83		\$305.17
R	6/17/2024	Michelle C. - Sams	Food/Drinks/Supplies	\$115.34		\$189.83
R	6/17/2024	Michelle C. - Sams	Nacho Chips	\$12.40		\$177.43
C	6/22/2024	Game Night - Prize	Blackout Winner Prize	\$100.00		\$77.43
C	6/22/2024	Game Night - Till	Petty Cash- to make change	\$77.00		\$0.43
D	6/22/2024	Door Entry & Food/Drink Sales	(40 Food & 50 Drink Tickets)		\$530.00	\$530.43
D	6/22/2024	50/50 Sales	(\$85/\$85)		\$85.00	\$615.43
D	6/22/2024	50/50 Winner Donation			\$40.00	\$655.43
D	6/22/2024	Bingo Sales			\$347.00	\$1,002.43

Totals Transaction count: 10 \$399.57 \$1,402.00 \$1,002.43

## Unity Area Service Resume

NAME: Kristine S. Rhoden DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CLEAN DATE: 6/6/06  
PHONE: \_\_\_\_\_ POSITION DESIRED: Literature chair

Group Service (list positions; approximate dates served): Chair, Treasurer  
off & on for 18 years

Area Service (list positions; approximate dates served): Secretary 3 yrs.

Regional Service (list positions; approximate dates served): \_\_\_\_\_

World Service (list positions; approximate dates served): \_\_\_\_\_

Have you failed to complete or been removed from a service position in the last five (5) years? If yes, please explain: NO

Have you ever stolen or misappropriated funds, or merchandise, from NA? If yes, please explain: NO

Do you regularly attend NA meetings? yes

Do you work with an NA Sponsor? yes

Do you have a working knowledge of the 12 Steps, 12 Traditions and 12 Concept for Service in NA? yes

Are you willing to uphold and abide by the 12 Steps, 12 traditions and 12 Concepts for Service in NA? yes



Have you reviewed the Guidelines and/or By-Laws in respect to this service position? \_\_\_\_\_

yes

What skills or training do you have to assist you in this commitment? \_\_\_\_\_

my experience @ group & area level

Have you considered how this commitment will impact other commitments and your personal life? \_\_\_\_\_

yes

Do you have the time and resources necessary to complete the service position to which you may be nominated? yes.

Please explain: I make time for my NA commitments. I've always believed & believe in service work. Giving back is so important to me.

Signature: \_\_\_\_\_

(KSL)

Revised: May 2021

## Unity Area Service Resume

NAME: Chari M. <sup>Home</sup> DATE: 5/19/24  
ADDRESS: 132 Camino Ct CLEAN DATE: 10/12/2020  
PHONE: 507 290 7888 POSITION DESIRED: Secretary

Group Service (list positions; approximate dates served):

Chairing meetings since I was 90 days  
LSR for 2 years (approx)

Area Service (list positions; approximate dates served):

N/A

Regional Service (list positions; approximate dates served):

N/A

World Service (list positions; approximate dates served):

N/A

Have you failed to complete or been removed from a service position in the last five (5) years? If yes, please explain: NO

Have you ever stolen or misappropriated funds, or merchandise, from NA? If yes, please explain: NO

Do you regularly attend NA meetings?

Yes

Do you work with an NA Sponsor?

Yes

Do you have a working knowledge of the 12 Steps, 12 Traditions and 12 Concept for Service in NA?

Yes

Are you willing to uphold and abide by the 12 Steps, 12 traditions and 12 Concepts for Service in NA?

Yes

Have you reviewed the Guidelines and/or By-Laws in respect to this service position? \_\_\_\_\_

*yes*

What skills or training do you have to assist you in this commitment? \_\_\_\_\_

*I know how to work a computer  
and willing to learn the position*

Have you considered how this commitment will impact other commitments and your personal life? \_\_\_\_\_

*yes*

Do you have the time and resources necessary to complete the service position to which you may be nominated? \_\_\_\_\_

*yes*

Please explain: \_\_\_\_\_

*I understand that I cannot be  
the GSR if elected.*

Signature: \_\_\_\_\_



Revised: May 2021

## Unity Area Service Resume

NAME: Mel G DATE: 6-22-24  
ADDRESS: 140 E/Meer Metairie, 70005 CLEAN DATE: 9-18-17  
PHONE: 504 654 0630 POSITION DESIRED: Vice Chair of Area

Group Service (list positions; approximate dates served): H & I 5 years  
Vice Chair 1 Year  
Treasurer Home Group H&I Core

Area Service (list positions; approximate dates served): H & I Vice Chair  
Past Year

Regional Service (list positions; approximate dates served): None

World Service (list positions; approximate dates served): None

Have you failed to complete or been removed from a service position in the last five (5) years? If yes, please explain: No

Have you ever stolen or misappropriated funds, or merchandise, from NA? If yes, please explain: No

Do you regularly attend NA meetings? Yes

Do you work with an NA Sponsor? Yes

Do you have a working knowledge of the 12 Steps, 12 Traditions and 12 Concept for Service in NA? No

Are you willing to uphold and abide by the 12 Steps, 12 traditions and 12 Concepts for Service in NA? Yes

Have you reviewed the Guidelines and/or By-Laws in respect to this service position? no

What skills or training do you have to assist you in this commitment? Run a

plumbing business

Have you considered how this commitment will impact other commitments and your personal life? yes

Do you have the time and resources necessary to complete the service position to which you may be nominated? yes

Please explain: \_\_\_\_\_

Signature: [Signature]

Revised: May 2021

# **UNITY AREA OF NARCOTICS ANONYMOUS HOSPITALS & INSTITUTIONS GUIDELINES**

**CREATED JANUARY 2024**



## **SERVICE PRAYER**

God, grant us knowledge that we may act according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness that this may truly be Your work, not ours- in order that no addict, anywhere, need die from the horrors of addiction.

## **TABLE OF CONTENTS:**

Section 1: Definition and Purpose of H&I

Section 2: A Vision for NA Service

Section 3: Twelve Traditions of NA

Section 4: Twelve Concepts of NA

Section 5: Basic Points of H&I

Section 6: Standards of NA Service

Section 7: Subcommittee Trusted Servant Positions

Section 8: Meeting Format

## **SECTION 1: DEFINITION AND PURPOSE**

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

## **SECTION 2: A VISION FOR NA SERVICE**

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life.
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service.
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery.
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery. Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.



### **SECTION 3: TWELVE TRADITIONS OF NA**

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority- a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose- to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should forever remain nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the levels of press, radio, and films.
12. Anonymity is the spiritual foundation of our all Traditions, ever reminding us to place principles before personalities.

## **SECTION 4: TWELVE CONCEPTS OF NA SERVICE**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains service on behalf of NA as a whole.
2. The final responsibility and authority for NA service rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned for the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is a spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

## **SECTION 5: BASIC POINTS H&I**

H&I meetings can carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I is an important service of our Public Relations efforts in NA. One of our PR goals is to inform the public and the potential members about our program. When addicts seeking recovery know who we are and where to find our meetings, this means our efforts have been successful. H&I meetings and presentations, except for those in long term facilities, are intended to introduce those attending to some of the basics of the NA program. An H&I meeting/presentation is always held under the auspices of an H&I subcommittee. Any meeting not linked to the service structure in this way is not an H&I meeting. Where there is no existing H&I subcommittee, groups conducting H&I service can be accountable by following the WSC H&I Guidelines and reporting to an ASC or RSC. All H&I meetings/presentations are closed to outside participation. NA members from outside the committee should attend an H&I meeting only when invited by the panel leader. In our experience, it is best for members to have three months clean before attending an H&I committee meeting as an observer, and six months clean before speaking at an H&I meeting. It is not necessary for us to have been in a similar facility ourselves; any member who is willing to be oriented and trained to share a clear and consistent Narcotics Anonymous message is well suited for H&I work. The initial approach to start an H&I meeting/presentation should be made through an H&I subcommittee- no addict should act alone. If a facility approaches Narcotics Anonymous, or a NA member approaches a facility to begin a meeting/presentation, the H&I subcommittee should be involved in this process.

## **SECTION 6: STANDARDS OF H&I SERVICE**

### **DO:**

- Make directories of outside meetings and NA helpline numbers available to potential members so they can find NA upon release.
- Start and end on time!
- Obey the dress code and exercise common sense. Articles of clothing should not display images of drugs or alcohol, profanity. No advertising is allowed. No provocative clothing. Questionable wardrobe is allowed at the panel leaders discretion.
- Conduct orientation and/or training sessions for all members involved in H&I service.
- Ensure that all panel members carry a clear NA message of recovery.
- Clarify the rules to whomever you bring into the facility or have them attend an orientation if the facility offers one (i.e. jails).
- Emphasize that NA recovery is available to all addicts regardless of drug(s) used. Involve potential members in the meeting, especially in long-term facilities (NA meeting readings, meeting lists, pamphlets, etc).
- Have all panel members, speakers, and chairpersons attend an orientation.
- Always adhere to the security regulations.
- Remember that this is a “we” program. No addict should feel that he/she is being preached to.

## **DON'T:**

- Conduct an H&I meeting or presentation alone.
- Bring non-committee members with you to a meeting.
- Give any inmate or client within the facility your address. Giving clients your phone number is allowed based on the facility. At Grace House, women are allowed to give clients their phone number. At Avenues, panel members are not allowed to give clients their phone numbers. We are NOT allowed to give out phone numbers at jails, only meeting lists.
- Break another person's anonymity.
- Get involved in discussions on outside issues; don't forget why we are there.
- Discuss facility staff members with inmates/ clients.
- Show favoritism to any resident(s).
- Bring an NA member who has friends and/or family to the facility.
- Accept money or gifts from, or give money or gifts to, any inmate/client.
- Emphasize using days while sharing an NA message of recovery.
- Use excessive profanity.
- Debate any issues involving facility rules, regulations, programs, or other fellowships.
- Discuss conditions within the facility.
- Wear flashy jewelry or carry excessive cash. This is for your safety.
- Take messages or carry letters in or out of the facility.
- Ask what type of crime an inmate has been convicted of or discuss guilt or innocence.

## **SECTION 7: SUBCOMMITTEE TRUSTED SERVANT POSITIONS**

The H&I Service Board of administrative officers will consist of a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer/Literature Chair. All officers are to be elected by a majority vote of eligible H&I Subcommittee members. It is suggested that all elected trusted servants of this subcommittee shall serve a term of one year. *All officers should have applicable knowledge and understanding of the Hospital and Institution Handbook.* Any H&I Subcommittee Officer or Member who relapses will be automatically removed from his/her position.

In the event of resignation by the Chairperson, the Vice Chairperson will automatically assume the position of Chairperson and there shall be an election of a new Vice Chairperson. In the event the Vice Chairperson is unable or unwilling to assume the position, the Secretary will act as Interim Chairperson, pending the election of a new Chairperson of the H&I Subcommittee and acceptance of the Unity Area Service Committee. In the event of the resignation of the Secretary, the Vice Chairperson shall also assume the position, pending the election of a new Secretary by the H&I Subcommittee. In the event of the resignation of The Treasurer/Literature Chair, the Vice Chairperson will resume the duties until a new Treasurer/Literature Chair is elected.

## **POSITIONS, QUALIFICATIONS AND DUTIES :**

### **CHAIRPERSON:**

1. Two years clean time.
2. One year activity in H&I work.
3. Working knowledge of the Twelve Steps & Twelve Traditions and working with a sponsor.
4. Ability to conduct, organize, and attend the H&I Subcommittee business meetings.
5. Attend UASC meetings.
6. Meet with the administrators of facilities at first point of contact, or in the interest of harmony, establish new meetings with the PI Chairperson.
7. Communicate with the Regional H&I panel members for assistance/needs.
8. Create and appoint Ad-Hoc committees as needed.
9. Follow all H&I Standards as outlined in the Unity Area guidelines.
10. One year commitment.
11. Ensure that the traditions are upheld in all matters.

### **VICE CHAIRPERSON:**

1. Two years clean time.
2. One year activity in H&I work.
3. Working knowledge of the Twelve Steps & Twelve Traditions and working with a sponsor.
4. Attend all H&I Subcommittee meetings.
5. Conduct the H&I Subcommittee meeting in the absence of the Chairperson.

6. Work closely with the Chairperson on business matters and rules of order.
7. Fill any vacant positions until the Chairperson appoints, or the committee elects a replacement.
8. Follow all H&I standards as outlined in the H&I Handbook.
9. Two year commitment, with the 2<sup>nd</sup> year to be served in the Chairperson position.

**SECRETARY:**

1. One year clean time.
2. Six months activity in H&I work.
3. Working knowledge of the Twelve Steps & Twelve Traditions and working with a sponsor.
4. Attend all H&I subcommittee meetings.
5. Keep accurate minutes of all H&I Subcommittee meetings.
6. Circulate previous month's minutes prior to each Subcommittee meeting for approval and acceptance at the beginning of each meeting.
7. Keep all archives.
8. Maintain, disperse, and update phone list of H&I Subcommittee members.
9. One year commitment.

**TREASURER/LITERATURE CHAIR:**

1. One year clean time.
2. Six months activity in H&I work.
3. Working knowledge of the Twelve Steps & Twelve Traditions and working with a sponsor.
4. Attend all H&I subcommittee meetings.



5. Order and maintain literature for H&I panel meetings.
6. Maintain records of literature ordered and distributed.
7. Maintain an inventory of literature on hand.
8. Responsible for ordering and disbursement of literature for the panel meetings.
9. One year commitment.

**PANEL LEADER:**

1. One year clean time.
2. Six months activity in H&I work.
3. Working knowledge of the Twelve Steps & Twelve Traditions and working with a sponsor.
4. Attend all H&I Subcommittee meetings. Panel updates must be provided by either attendance, written update, or by a designee.
5. Communicate with the Chairperson before the business meeting.
6. Must attend an H&I Subcommittee meeting and an H&I orientation/learning day before attending a facility meeting. Must satisfy any mandatory facility requirements.
7. Develop, uphold, and maintain the assigned facilities scheduled meetings.
8. Conduct H&I facility meetings and presentations according to approved guidelines in order to carry a clear NA message of recovery. NA literature used must be pre-approved by the H&I Subcommittee.
9. Maintain strict adherence by panel members and guest panel speakers by following all applicable facility rules and guidelines.
10. Follow all the standards as outlined in the H&I handbook.
11. One year commitment.

**PANEL MEMBER:**

1. Six months clean time.
2. Must attend an H&I orientation or learning day before attending a facility meeting.
3. Working knowledge of the Twelve Steps & Twelve Traditions and working with a sponsor.
4. Must satisfy any facility mandatory requirements.
5. Conduct themselves in accordance with the Twelve Traditions.
6. Follow all facility rules and guidelines.
7. Actively participate in meetings as a speaker, or in any other acceptable capacity as may be requested by the panel leader.
8. Follow all the standards as outlined in the H&I handbook.
9. Panel members may resign by giving notice to the panel leader and the H&I subcommittee.

**COMMITTEE MEMBER:**

1. Ninety days clean time.
2. Regular NA meeting attendance and working with a sponsor.
3. Must attend an H&I Subcommittee meeting and an H&I Orientation meeting or learning day before attending a facility meeting. Must satisfy any mandatory facility requirements.

**PER COMMITTEE VOTE, THESE CLEAN TIME REQUIREMENTS  
MAY BE WAIVED ON A CASE-BY-CASE BASIS**

## SECTION 8: MEETING FORMAT

Welcome to the Hospitals & Institutions Meeting of Narcotics Anonymous here at \_\_\_\_\_, my name is \_\_\_\_\_. I am an addict.

Would you please join me in a moment of silence, followed by serenity prayer.

I have asked someone to read:

WHO IS AN ADDICT?

WHAT IS THE NARCOTICS ANONYMOUS PROGRAM?

WHY ARE WE HERE?

HOW IT WORKS

JUST FOR TODAY MEDITATION

I have a few announcements: Narcotics Anonymous is not affiliated with this institution or any other institution or fellowship. We are here solely to carry the Narcotics Anonymous message of recovery to the addict who still suffers. The opinions of the speakers are not necessarily the opinion of Narcotics Anonymous. I would like to familiarize the group with some of the words we use: **NA** stands for Narcotics Anonymous, **Basic Text** is the book that contains our core ideas entitled NARCOTICS ANONYMOUS, **Clean Date** is the day after the last day you used or can remember using, **Addict** is a person with the disease of addiction, **Sponsor** is an experienced member who gives guidance and support to other members.

H&I meetings are an introduction to the NA program, panel members will share for about 10-15 min. Please hold any questions or comments till after all members have shared. At that time, we will take any questions pertaining to the Narcotics Anonymous program.

(Introduce the first speaker)

(After the final speaker take questions about the NA program)

CLOSE WITH PRAYER

(Remind clients/patients about FREE literature)