H&I/PR GUIDELINES

REVISED NOVEMBER 2024

Southern Oregon Area of Narcotics Anonymous Subcommittee Guidelines

- **Definition**
  - H&I/PR is an operating Subcommittee of the Southern Oregon Area Service Committee of Narcotics Anonymous.

- **Purpose**
  - To carry the message of recovery from addiction to individuals of facilities who are restricted from gaining full access to regular NA meetings.

- **Responsibilities**
  - To bring H&I presentations to facilities in the Southern Area where addicts do not have full access to regularly scheduled NA meetings.
  - To be a resource and coordinating body for all of Southern Oregon Area Public Relations efforts, assisting with all public relations functions upon request.
  - To maintain a close working relationship with other H&I/PR subcommittee in the region.
  - To maintain close working relationships with other subcommittees within this area, thereby ensuring all request for information are referred to and carried by the appropriate subcommittee in accordance with the H&I/PR handbook.

- **Function**
  - To conduct presentations at Hospitals, treatment centers, jails, similar institutes and facilities within Southern Oregon Area.

- Conduct Business meetings to carry out necessary functions. Business meetings shall be held monthly at a time and place designated by the subcommittee. No business meeting shall endure for more than 2 hours except by a vote to extend this time limit.
- To provide a Southern Oregon H&I/PR representative to the Pacific Cascade Reginal PR committee.
- Public Relations services, other than those carried out at the World or Regional level shall be initiated and performed by the H&I/PR subcommittee of SOANA.
- To inform the public about Narcotics Anonymous through services including but not limited to the following:

    - Coordinating all requests from the media.
    - Providing all radio and television public service announcements with the approval of the SOANA.
    - Creating and maintaining all NA PR functions in the Southern Oregon Area.
    - Coordinating all SOANA PR Volunteers and PR events.
    - Coordinating all non-NA requests for NA speakers.
    - Provide all financial accounting statements upon request of SOANA.

V. Membership

- A member of NA with (90 days) clean time may become a member of the H&I/PR subcommittee of the SOANA by attending (2) consecutive subcommittee business meetings and completing orientation.

- Any member of an H&I outside of the SOANA may be a guest speaker if they are a current member in their Area.
- To share on a panel, you must have (6) months clean, (2) observes and when required pass a background check, and complete the application process for the facility you are going into.
- Attend one subcommittee meeting every 6 months to be able to share on panels.
- Once a member always a member. However complete abstinence is required anything other than complete abstinence constitutes an automatic resignation.

VI. **Voting**

- Any member of the subcommittee is eligible to vote at any subcommittee business meeting, unless the member is absent (2) consecutive meetings without notifying the Chairperson. Upon attendance of (2 consecutive subcommittee business meetings voting privileges are reinstated. The Chairperson is only allowed to vote to alleviate a tie.

VII. **Elections**

- The election of officers other than the Chairperson shall be held each year in September, with nominations of said persons for such positions to be held in August of the same year. The term of all officers is (1) year, and the new terms shall begin in September and continue until September of the following year. The term for each coordinator is (1) year. The subcommittee will present a nominee for the subcommittee Chairperson at July's ASC elections each year.
- All candidates for officers or coordinators must meet the qualifications specified in these Guidelines. An officer or coordinator may resign at any time. When an elected officer or coordinator becomes unable to fulfill the duties of those positions a qualified member shall be nominated by the subcommittee and approved at a regular subcommittee business meeting.
- Position should only be held by the same person for (2) consecutive terms. Any officer or coordinator may be removed during their term by a (2/3)

majority vote of the subcommittee membership present at the meeting when the motion is passed.

VIII. **Appointed Positions and Their Duties**

- Individuals may be appointed by the subcommittee Chairperson to positions that fulfill a particular need, i.e.: an activity or other outreach committee, as needed.
- In the event that there is no qualified member to replace current officer or coordinator position, current members may continue to hold a service position until a qualified member is eligible and voted into service.
- No member of the subcommittee shall hold two coordinator positions at one time, unless it is an emergency situation.
- In the event there is not a coordinator to bring a panel in, a qualified and approved member may bring a panel in for that facility.

Chairperson (pursuant to SOASC requirements):

- Minimum clean time requirement is (2) years with (6) months active subcommittee membership.
- Keeps order during the subcommittee meeting and keeps subcommittee meeting discussion on topic.
- Prepares an agenda for each subcommittee meeting.
- Ensures the NA 12 Traditions and 12 concepts are upheld during all subcommittee meetings.
- Maintains a link of communication between the subcommittee and SOANA, including, preparing and giving a monthly report to SOANA's service body.
- Requests funds for Literature for H&I commitments. When necessary, requests funds to pay for PR requests.
- Keep regional PR informed of all ongoing area H&I/PR activities and vice versa.
- Ability to attend RSC and ASC.
- Co-signer on H&I's bank account.

Vice Chairperson

- Minimum clean time requirement is (1) years with (6) months active subcommittee membership.

- Helps subcommittee Chairperson keep proceedings orderly during the subcommittee meeting.
- Acts as the subcommittee Chairperson in case of the Chairperson's absence.
- Has the desire and willingness to assume the Chairperson position.
- Maintains Literature.
- Conducts a new member orientation meeting every month at the conclusion of the subcommittee meeting.
- Keeps on hand, guidelines and orientation packets for all new members to receive.
- Ability to be a co-signer on the bank account.

Secretary

- Minimum clean time requirement is (1) years with (6) months active subcommittee membership.
- Takes accurate set of minutes at each subcommittee business meeting.
- Distributes typed copies of the minutes from the previous subcommittee meetings to all members present at the next regular monthly subcommittee meeting.
- Keeps the list of all H&I/PR members current.
- Maintains an ongoing file of all membership correspondence and minutes of all subcommittee meetings.
- Will be allotted funds as needed for printing of the minutes.

Treasurer

- Minimum clean time requirement is (2) years with (6) months active subcommittee membership.
- Keeps an accurate record of all money received and distributed from the H&I bank account. Uses bank account for the sole purpose of H&I funds, ASC donations towards literature, and purchases for H&I panels and Learning day prudent reserve.
- Disburses funds held by the subcommittee upon authorization of the subcommittee.
- Be a co-signer on the bank account.

Coordinators

- Minimum clean time requirement is (1) years with (6) months active subcommittee membership.
- Willingness to be of service. All coordinators shall be elected by the subcommittee at a regular subcommittee meeting each September.
- Attends regularly scheduled subcommittee meetings each month provides report to the secretary.
- Must be familiar with guidelines.
- Coordinators will screen all members, speakers and chairpersons prior to taking them into a facility based on each facilities requirements/rules/ regulations.
- If unable to attend notify Chairperson or Vice Chairperson and get report to the secretary in a timely manner.
- Two (2) consecutive no call/ no show to the subcommittee meeting may result in replacement.

The following also applies for coordinators for an H&I commitment:

- Must be familiar with the institution's rules and regulations wherever the H&I presentation is being conducted.
- Reminds panel members of both the institution or facility guidelines and the subcommittee guidelines when necessary.
- Gives courtesy calls to panel members (1) week prior to the scheduled H&I presentation.
- Makes sure all supplies, literature, and meeting lists are available during the H&I presentation.
- Makes sure the presentation is conducted properly as scheduled.
- A no-show to a facility may result in a coordinator replacement.

Learning Day Coordinator

- Responsible for putting together Learning Day.
- Responsible for putting 12-step dinner fundraiser for Learning Day.
- Elected each September.

PR Coordinator

- Minimum clean time requirement is (1) year with (6) months active subcommittee membership.
- Initiates all necessary correspondence, including communication between Areas, Region, and World Service Committee of Public Relations (WSCPR or delegates).
- Responsible for PR booth.
- Distributes meeting schedules to all community agencies.
- Keeps a copy of the PR handbook.
- Supply subcommittee members with applications for said facilities and turn them into the facilities in a timely manner.
- Facilitates H&I presentations for all potential agencies regarding H&I services and the agency's needs.

Phone Line Coordinator

- Minimum clean time requirement is (2) year with (6) months active subcommittee membership.
- Willingness to service.
- Coordinate orientation for new members, offering illustrations of common phone line calls and appropriate responses.
- Act as a single point of accountability for phone line volunteers.
- Hold bi-annual phone line meetings for orientation and re-orientation of phone line volunteers.
- Have monthly contact with phone line volunteers to ask about their calls.
- When a phone line volunteers the following applies:
    - 1-year clean time and ability to carry and NA message of recovery.
    - Willingness to receive and return calls any hour of the day or night.
    - A working knowledge of the 12 steps and 12 traditions of NA.
    - Attendance at a helpline volunteer meeting/orientation.
    - Willingness to guide a caller to a local NA meeting.
    - A current NA meeting schedule.
    - If you have a community phone advise any other members of your household that your name and number appear on an NA helpline.

- Guidelines for removal of Helpline volunteers are as follows:
    - Relapse.
    - Taking physical, emotional, sexual, or financial advantage of a caller.
    - Disregard of the 12 Traditions of Narcotics Anonymous.
    - Disregard of the written guidelines.

Web Servant Coordinator

- Minimum clean time requirement is (1) year with (6) months active subcommittee membership.
- Time, resources, knowledge, and ability to serve.
- Regularly maintains southernoregonna.org website.
- Creates and provides printing company with current, accurate schedules.

Coordinators for Correctional Facilities:

- Must pass a required background check prior to being voted in as the Coordinator or Alternative Coordinator.
- Must have (2) year clean and (1) year out of the judicial system. (Unless otherwise stipulated by the facility).
- Maintain monthly communication with facility contact.
- Contact members when applications are approved.
- **JDH Coordinator**
- (2) years clean and (1) year free from judicial system, plus (6) months active H&I service.
- Must pass a background check and application process prior to becoming a coordinator for JDH.
- Contact members when background is approved.

IX. General Information

- Membership can be reestablished after relapse according to membership requirements.
- The usage of vile, profane, filthy, and/or threatening or offensive language at any H&I subcommittee meeting or H&I presentation is strictly prohibited.

- Members shall not participate in panel presentations when there is a conflict of interest with persons within the facility. (sponsor/sponsee, family member, significant other, etc.)
- The member who is employed with a given facility in a professional basis should not participate in the panel's serving the addicts in that facility. We carry the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course, these members may participate on panels in other facilities.
- For professional members who provide direct care services to a facilities participants must wait a period of 90 days following the service date in order to participate in a panel at that facility.
- Changes to these guidelines must be approved by a majority vote of the subcommittee members present. After that a motion will be presented SOANA.
- Guidelines shall be reviewed annually by an AD HOC committee.
- Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will be in full knowledge of their responsibilities in connection with their individual assignments.
- NA speaker tapes can be used within a facilities or institution with the permission of that facility/institution. The coordinator is responsible for screening tapes for language and subject manner to ensure a clear message is being delivered.
- IP's that have been screened by the subcommittee may be brought in to allow inmates access to literature during the panel.
- Qualification Checklist will be completed and signed off by executive member (Work Release, Jail, JDH application approval or Home Program and Dads Program approval).

X. In Times of Emergency/Unexpected Circumstances

- These times are determined by 2/3 vote of subcommittee members present.
- Guidelines may be revised temporarily and revisited monthly by subcommittee members.

Changes made in 2024 Guidelines

PURPOSE SECTION:

- Replaced “the inmates, patients, and residents” with individuals

RESPONSIBILITIES

- Took institutes
- For a clear understanding on what constitutes an H&I presentation, please refer to hospitals and institutions handbook page 2.
- To respond in a timely manner to any request for PR within the area maintaining cause not to interfere in the responsibilities of other area subcommittees.
- Replaced Twelve Traditions and the Twelve Concepts with H&I/PR handbook.

FUNTION:

- Replaced membership with subcommittee

Membership

- Replaced finish application process with complete application process.
- Attend one subcommittee meeting every 6 months to be able to share on panels.
-

Elections

- Deleted minimum so now it says must meet the qualifications specified in these guidelines.
- Changed No position may be held by the same person for more than 2 consecutive terms. To positions should only be held by the same person for 2 consecutive years.

Chairperson

- Made request funds to pay for literature a new bullet point
- Deleted the schedules from that bullet point.

Treasurer

- Changed the clean time requirement from 1 year to 2 years.
- Deleted membership after subcommittee in the 3rd bullet point.

PR Coordinator

- **Spelled out World Service Committee Public Relations (WSCPR)**
- **Deleted arranges to provide Area with the meeting schedule every month**

Phone Line Coordinator

- Changed the clean time requirement from 1 year to 2 years
- Deleted October and April because one of those orientations is done at learning days and that date changes based on other events in the area and region.
- Deleted minimum from clean time requirement bullet point
- Deleted regular attendance at NA meetings and put willingness to guide caller to an NA meeting.

Web servant

- Replaces printer with printer company
- Deleted "in accordance with the SOANA website procedures packet. None of us are aware of a SOANA Website Procedures packet. (and there is not one on the website)

Coordinators for Correctional Facilities

Changed clean time requirements from 1 year to 2 years

Moved "subcommittee members with applications for said facilities and turn them into the facilities in a timely manner" to a bullet point in the PR requirements.

General Information

- **Deleted "interaction outside the facility is an effective way of carrying the message"**
- **Changed membership to member in sixth bullet point and changed SOASC to SOANA.**

Deleted this bullet point till an AD-HOC committee is developed to obtain facility rules so individuals will have full knowledge of their responsibilities.

- Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will be in full knowledge of their responsibilities in connection with their individual assignments.