

**NARCOTICS ANONYMOUS  
SOUTHERN CALIFORNIA REGIONAL  
H&I COMMITTEE GUIDELINES**

**I. BASIC PURPOSE**

The Southern California Regional Service Committee (SCRSC) H&I Committee serves the needs of the Areas within the Region by conducting activities that promote growth, strength and unity of all H&I efforts as needed within the Region and the fellowship as well as the Region as a whole.

**II. FUNCTION OF THE COMMITTEE**

- A. Is a resource to assist members, groups and areas in their H&I efforts by providing, literature, information and other materials necessary to better carry the message.
- B. Provides a forum or pooling places for Area H&I sub committees to share their experience, strength and hope.
- C. Maintains an updated listing of all appropriate facilities within the Region and records which ones are served by which areas subcommittee and the type of services that are being performed.
- D. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an area subcommittee, known as regional panels.
- E. Conducts workshops to address and/or work on problems these member areas are experiencing or to discuss new methods of H&I work.
- F. Maintains communication with the RSC Committee so that member areas may be informed of its activities. Communication flows both ways between the Areas and the Region.
- G. To be a subcommittee of the Southern California Regional Service Committee and maintain effective communication and cooperation with that committee.
- H. To follow the Guidelines contained in the WSC H&I Handbook and/or the SCRSC H&I Subcommittee.
- I. Performs any other activities or functions that benefit the H&I effort in the Region, including monthly and/or quarterly business meetings.
- J. The SCRSC H&I Committee shall meet as needed to review guideline revisions.

**III. COMMITTEE MEMBERSHIP**

Membership on the SCRSC H&I Committee shall consist of the Chairperson, Vice Chairperson, Secretary, Alternate Secretary, Regional Panel Recorder, Area Panel Reporter, Regional Panel Chairpersons, Regional Literature Disbursement Coordinator, Regional Literature Disbursement Alternate Coordinator, Regional Activities Coordinator and Co-Coordinator, and Chairpersons of the recognized Area H&I Subcommittees or their designated representatives; as well as any member of the fellowship who wishes to better carry the message to Hospitals and Institutions.

**IV. AGENDA**

- 1. Serenity Prayer
- 2. Twelve Traditions
- 3. Twelve Concepts
- 4. Function of the SCRSC H&I Committee
- 5. Welcome New Members/Visitors
- 6. Recognize Birthdays
- 7. Roll Call

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8. Approval of Minutes
9. Chairperson Report/Vice Chairperson
10. Literature Disbursement Report
11. Regional Panel Coordinators Report
12. Activities Coordinator Report
13. Area Reports
14. Old Business
15. New Business
16. Announcements
17. Serenity Prayer

**V. VOTING**

Voting members of the SRSC H&I Committee shall be the SCRSC H&I Vice-Chairperson, Secretary, Regional Panel Recorder, Area Panel Reporter, Regional Activities Coordinator and Co-Coordinator, Regional Literature Disbursement Coordinator and Alternate Coordinator, Regional Panel Chairpersons and Area H&I Subcommittee Chairpersons or their designated representatives. Voting members lose their vote upon the absence of two (2) consecutive meetings. Voting privileges will be reinstated at attendance to two (2) consecutive SCRSC H&I Committee meetings. Each on has one (1) vote. The SCRSC H&I Chairperson only has a vote in the case of a tie. In the case of more than two (2) nominations for any office, a second runoff ballot shall be taken of the two (2) top names.

**VI. QUALIFICATIONS AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

All Officers are elected for a term of one (1) year and will be eligible for a second term of one year followed by two years of ineligibility for that position. Eligible members for elected positions must be present for nominations and elections. Nominations shall take place in April and May and elections shall take place in May for all positions. Newly elected Chairperson/ Vice-Chairperson of the SCRSC H&I Committee must be affirmed by the SCRSC.

**A. Chairperson**

1. Is elected by the group conscience of the SCRSC H&I Committee and approved by the SCRSC as per their guidelines.
2. Requires three (3) years uninterrupted clean time.
3. Must have a minimum of one (1) year activity at the Regional level of Hospitals and Institutions work.
4. Must express willingness to serve.
5. Facilitates all meetings of the Committee with a general understandING of parliamentary procedure.
6. Prepares a report for each SCRSC meeting and makes all motions on behalf of and is the voice of SCRSC H&I Committee.
7. Coordinates and is responsible for all work done by the SCRSC H&I Committee.
8. Is available to answer questions for the Area H&I Committees.
9. Prepares a budget with the Committee to be submitted for the approval of the SCRSC for the upcoming year.

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10. If necessary may be removed by the SCRSC as outlined in its guidelines.
11. Assist in coordination of new panels.
12. Be available to perform quarterly audits of literature and records.

**B. Vice Chairperson**

1. Is elected by the SCRSC H&I Committee.
2. Requires at least three (3) years uninterrupted clean time.
3. Must have at least one (1) year experience of Regional H&I work.
4. Gives a report for each SCRSC H&I Committee meeting and makes all motions on behalf of and is the voice for the H&I Committee in the absence of the SCRSC H&I Chairperson and must attend all meetings of the Committee as well as the SCRSC.
5. Works with the Chairperson to ensure the smooth operation of the SCRSC H&I Committee.
6. Chairs all Ad-Hoc Committee meetings.
7. Coordinates correspondence with inmates, along with the Literature Disbursement Coordinator/Co-Coordinator.
8. Be available to perform quarterly audits of literature and records.

**C. Secretary/Alternate Secretary**

1. Is elected by the SCRSC H&I Committee.
2. Requires at least two (2) years uninterrupted clean time.
3. Must have at least six (6) months experience in Regional H&I work.
4. Must have a certain amount of clerical skills.
5. Must keep an accurate set of minutes of all Regional H&I Committee meetings and learning sessions. (Topics discussed)
6. Responsible for distributing minutes monthly to all Area H&I Committee representatives.
7. Maintain a file of all correspondence and minutes at the Southern California Regional Office.
8. Work with the Chairperson to ensure smooth operation of the SCRSC H&I Committee.
9. Secretary is responsible for above duties. In the absence of the Secretary the Alternate Secretary will perform the above duties.

**D. Regional Panel Recorder**

1. Is elected by the SCRSC H&I Committee.
2. Requires at least three (3) years uninterrupted clean time.
3. Must have at least one (1) year experience of Regional H&I work.
4. It is the Regional Panel Recorder's responsibility to see the REGIONAL PANELS is conducted in accordance with the policies of the SCRSC H&I Committee and the rules of the facility. The Regional Panel Recorder may be responsible for several or all of the facilities that the SCRSC H&I Committee is working with. This will depend on the needs and conscience of the SCRSC H&I Committee. Clearance for all Regional Panel Facilities may be handled by the Regional Panel Recorder position.
5. Keep an updated list of all approvals for all institutions where we have panels.
6. Keep current updated approval list for Sheriff's facilities, deleting names as needed.

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7. Keeps a current list of all approved Regional panels participants for Regional institutional panels and updated approval lists on a monthly basis.
8. Keep in contact with Religious and Volunteer Services at the Los Angeles County Sheriff's Department and attend quarterly meetings.
9. Obtain updated reports from panel Chairpersons and submit a monthly panel report to the Regional H&I Committee.
10. Attend monthly Regional H&I Committee meetings.
11. Help with any problems/challenges that any regional panel, coordinator may be having with any facility. Call upon P.I. committee for assistance when needed.
12. Performs the duties of the Area Panel Reporter in his or her absence.

**E. Area Panel Reporter**

1. Is elected by the SCRSC H&I Committee.
2. Requires at least three (3) years uninterrupted clean time.
3. Must have at least one (1) year experience of Regional H&I work.
4. Obtain updated reports from all areas and provide a monthly panel report to the Regional H&I Committee.
5. Performs the duties of the Regional Panel Recorder in his or her absence.

**F. Regional Literature Disbursement Coordinator and Alternate Coordinator**

1. Is elected by the SCRSC H&I Committee.
2. Requires at least three (1) year uninterrupted clean time.
3. Must have at least six (6) months experience of Regional H&I work.
4. It is the responsibility of the Regional Literature Disbursement Coordinator and Alternate to distribute N.A. Conference approved literature and any other items to the SCRSC H&I Committee uses in carrying the message, such as copies of Reaching Out to SCRSC Regional H&I panel Chairpersons. To assure accountability, a complete record of all transactions must be kept and a report given at the regular SCRSC H&I Committee meetings. This person should always be aware of the amount of literature being distributed, so the Panel Chairperson's literature request remains prudent and the subcommittee can fairly distribute the literature without exceeding its budget. Quarterly audits should be done with the chair and vice chair to ensure that the literature outlays are reasonable and accounted for.
5. Disbursement of literature should be made directly to the Regional Panel Chairpersons or to their designated representative in the case their absence. It would be appropriate for this disbursement to be made at the regularly scheduled meeting of the SCRSC H&I Committee.
6. Have readily available inventory on hand along with any other pertinent records to perform quarterly audits.

**G. Regional Activities Coordinator and ALTERNATE**

1. Is elected by the SCRSC H&I Committee.
2. Requires at least two (2) years uninterrupted clean time.
3. Must have some understanding and experience with H&I as well as activities.

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4. Must attend all SCRSC H&I Committee meetings and is responsible to maintain a regular and on-going link of communication between SCRSC H&I Committee and SCRSC Activities Committee.
5. Coordinates SCRSC H&I participation with Area/Regional Learning Days, Marathons, etc.
6. Ensures that the Regional H&I Learning Day is scheduled, coordinated and held on the second Saturday in May of each year. Responsibilities associated with this major task include, but are not limited to the following:
  - Regional H&I Learning Day Banner
  - Flyer design and printing
  - T-Shirt Design and printing
  - Workshop assignments
  - Program for Learning Day
  - Speaker presentation and record
  - H&I Play Mock Panel

**H. Regional Panel Chairperson**

1. The H&I Panel Chairperson is given a vote of confidence by the SCRSC H&I Committee. An absolute requirement is a clear message of recovery in the fellowship of Narcotics Anonymous. Prior service with Hospitals and Institutions is strongly recommended.
2. Requires at least two (2) years of uninterrupted clean time.
3. The Panel Chairperson OR the Co Chairperson must attend all SCRSC H&I Committee meetings and is responsible to maintain a regular and on-going link of communication with the SCRSC H&I Committee, the hospital or institution, and the panel leaders and members.
4. Affirmed annually for continued service.
5. Responsible for reporting to the Regional Panel Recorder updated clearance lists for facilities.

**I. Regional Panel Co-Chairperson**

1. An absolute requirement is a clear message of recovery in the fellowship of Narcotics Anonymous. Prior service with Hospitals and Institutions is strongly recommended.
2. Requires at least two (2) years of uninterrupted clean time.
3. The Panel Co-Chairperson must attend SCRSC H&I Committee meetings in the absence of the Panel Chairperson.
4. The Co-Chairperson is responsible to maintain a regular and on-going link of communication between the SCRSC H&I Committee and the Panel Chairperson as needed.
5. Affirmed annually for continued service.

**J. Regional Panel Leader**

1. The Panel Chairperson of that facility assigns the H&I Panel leader. An absolute requirement is a clear message of recovery in the fellowship of Narcotics Anonymous and a desire to serve is required. Prior service with Hospitals and Institutions is suggested.
2. Requires at least one (1) year interrupted clean time.

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3. The H&I Panel Leader is responsible for all aspects of the meeting/presentation such as keeping literature, using SCRSC H&I format and making sure that the meetings begin and end on time and that panel Members in attendance are available on a regular basis.
4. The H&I Panel Leader is required to abide by any facilities specific set of rules and regulations.
5. Volunteers are encouraged to attend SCRSC H&I Committee meetings to be of service and become involved as a regular member of the SCRSC H&I Committee.

**K. Regional Panel Member (Speaker)**

1. The H&I Panel Member are selected from the current H&I Volunteer list of the institutions. An absolute requirement is a clear message of recovery in the fellowship of Narcotics Anonymous. The Panel Members should be made aware of their responsibilities by the Panel Leader utilizing the suggested H&I Handbook as well as any facility's specific set of rules and regulations. A panel should consist of not less than two (2) and no more than five (5) panel members whenever possible.
2. Must have abstained from drugs for at least six (6) months according to the facility's regulations.
3. Each H&I Panel Member is placed on a Volunteer List when signing up with the Panel Coordinator and expressing a desire to be of service. Institutional clearance will be assigned by the Corrections Volunteer Office and indicated on the Volunteer list.
4. Volunteers are encouraged to attend SCRSC H&I Committee meetings to be of service and become involved as regular members of the SCRSC H&I Committee.

**NOTE: EACH INSTITUTION'S RULES AND REGULATIONS CONCERNING CLEARANCE AND CLEAN TIME REQUIREMENTS MUST BE STRICTLY ADHERED TO.**

- A. SCRSC H&I youth committee liaison
1. Is elected by the SCRSC youth committee
  2. Must attend all SCRSC H&I committee meetings and is responsible to maintain a regular and on-going link of communication between SCRSC H&I committee and SCRSC youth committee.

**VII. ADDITIONAL GUIDELINES**

1. All area H&I Chairpersons are required to give a monthly report to the SCRSC H&I Committee.
2. Attendance for all SCRSC H&I Committee members is required at all SCRSC H&I Committee monthly meetings. Two (2) consecutive absences may be reason for replacement. The conscience of the SCRSC H&I Committee will be adhered to.
3. Must have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service.

**VIII. GENERAL INFORMATION**

1. Any member of the SCRSC H&I Committee is automatically disqualified from further institutional activity upon the loss of their clean time; but may become eligible when they can conform to the requirements herein set forth.

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2. No Narcotics Anonymous Meeting regularly conducted under the auspices of the Committee shall be held in any institution unless under direct supervision of a regularly designated Panel Leader or substitute specifically appointed by the Panel Chairperson of the SCRSC H&I Committee. They must also be acceptable to the authorities of the institution being serviced.
3. No Panel Member shall involve themselves with any other activity that violates institutional rules or tends to injure or interfere with:
  - The inmate or patient on the inside
  - The working ability and the privilege of their subcommittee to carry the message inside the intuitions, courts or hospitals; nor employment, parole, probation, or medical problems.
4. Length of clean time required by each institution is to be rigidly held by all Panel Chairpersons, Panel Leaders and Panel Members (Speakers).
5. Excessive use of vile, profane, filthy stories or language is strictly prohibited by authorities of all institutions serviced by this subcommittee. All Speakers and Panel Members must strictly comply with this regulation.
6. Nothing will be given or taken from an inmate or a patient, including messages or phone numbers.
7. No member of N.A. on parole or probation will be allowed to participate in or attend an N.A. meeting in any institution being served by this subCommittee without the expressed clearance by authorities of said institutions.
8. Panel leaders shall be responsible for the conduct of any speakers taken into any institution and shall instruct said speakers in advance regarding the regulations of the institutions being served.
9. N.A. messages of recovery, life stories and/or N.A. principles are to be the main topics of N.A. Panels conducted within all institutions served by this Committee.
10. All Speakers and Panel Members must strictly comply with this requirement confining their talks solely to the N.A. message of recovery.
11. The suggested attire for N.A. subcommittees' panel participation is neat and modest in compliance with institutional rules.
12. Any SCRSC H&I Committee may relieve any subcommittee member from their position who refuses to abide by the rules and regulations of any of the institutions and these guidelines. This consideration will be decided by at two-thirds (2/3) vote.
13. All rules and regulations of all facilities entered by N.A. are to be adhered to.

**IX. ANNUAL H&I LEARNING DAY**

1. The Regional H&I Committee through a lottery system shall determine a hosting area. A lottery system will be used to pick from willing areas that are present and willing to host the Learning Day. After an area has been picked, that area shall be removed from the pool for three (3) years.
2. The venue itself shall be secured by the Regional Activities Committee.
3. Contracts shall be negotiated by the hosting Area Activities/approved by Regional Activities and signed by the Regional Service Office (the contract should be negotiated to consider the needs of the H&I program).
4. Fliers/T-Shirts:
  - a. Themes, artwork and logos shall be selected by the Regional H&I Committee.
  - b. Flyers/T-Shirts shall be paid for, printed and distributed by the Regional Activities Committee.

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- c. A minimum of 7,000 flyers shall be distributed in March at the Regional Activities Committee meeting.
  - d. Final decision on quantity and color(s) of T-Shirts will be decided by the Regional H&I Committee
5. One (1) representative from Regional Activities Committee and one (1) representative from Regional H&I Committee shall be at the facility one (1) hour prior to the start of the event.