

The logo consists of a circular emblem with a black border. Inside the circle, the text "USSC" is positioned above "H&I", both in a bold, black, sans-serif font. The emblem is set against a vertical background that transitions from red on the left to blue on the right.

**USSC  
H&I**

# **Committee Structure & Function**

**(Fifth section of the H&I Handbook)**

**Presented by the USSC H&I  
Subcommittee**

# Introduction

**This presentation was created by the USSC H&I Subcommittee using information found in the H&I Handbook. This Subcommittee focuses its attention on how to better carry the Narcotics Anonymous message into treatment & correctional facilities by allowing us the ability to "carry the message to the addict who still suffers," which is the foundation of Tradition Five. This Subcommittee serves as the US Fellowship's representative to federal correctional & judicial authorities, national societies of treatment professionals, national correctional & judicial associations as well as treatment industry organizations.**

# 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 & maintains services on behalf of NA as a whole**
- 2. The final responsibility & authority for NA services 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 NA. Leadership qualities should be carefully considered when selecting trusted servants**
- 5. For each responsibility assigned to the service structure, a single point of decision & accountability should be clearly defined**
- 6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions**

# Twelve Concepts of NA Service

- 7. All members of a service body bear substantial responsibility for that body's decisions & should be allowed to fully participate in its decision-making processes**
- 8. Our service structure depends on the integrity & 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 & must be managed responsibly**
- 12. In keeping with the spiritual nature of NA, our structure should always be one of service, never of government**

The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service, published by Alcoholics Anonymous World Services, Inc., & have evolved specific to the needs of Narcotics Anonymous

# Purpose of an H&I Area Subcommittee

- **Initiates, coordinates & conducts all local NA H&I meetings & activities**
  - **Is the hub of H&I planning & organization**
- **Is a Subcommittee of the Area Service Committee (ASC)**
- **Meets regularly, reports to & is accountable to the ASC**
- **Composed of Chairperson, Vice Chairperson, Secretary, other elected officers & interested members**

# Purpose of an H&I Area Subcommittee

## What the Subcommittee does

- Provides a monthly forum to pool experiences
- Prepares H&I policies & guidelines for ASC & Subcommittee approval
- Serves as communication link between local H&I meetings/presentations & H&I Subcommittees at the Regional & National levels
- Selects the members who conduct H&I meetings
- Serves as distribution point for literature for the meetings & reports transactions to the ASC
- Makes all initial contact with facilities in cooperation with PI
- Conducts learning days, workshops & orientations
- Is responsible for all H&I-oriented services in the Area

# Forming an H&I Area Subcommittee

- **Set a date for an initial Subcommittee meeting**
  - **Invite interested members to attend**
  - **ASC takes nominations & elects Chairperson**
- **Set a direction for the Subcommittee**
- **Develop a set of simple internal working guidelines**
- **Set priorities for H&I meetings/presentations**
- **Start slowly...don't start a large number of meetings/presentations until Subcommittee takes shape & can see member involvement**

# Typical Agenda for an Area H&I meeting

1. Moment of silence for the still-suffering addict
2. Opening prayer
3. Read Traditions
4. Take attendance
5. Read & approve previous meeting's minutes
6. Report budget expenditures, including literature disbursements
7. H&I Panel Coordinator report
8. H&I Panel Leader report
9. Old Business
10. Elect officers (if appropriate)
11. New Business
12. Schedule next Subcommittee meeting
13. Closing prayer

# Responsibilities of Area H&I Officers

## Chairperson

1. Two (2) year minimum clean time requirement
2. Keeps order at the meeting
3. Keeps discussion on the topic
4. Prepares agenda for each Subcommittee meeting
5. Ensures Traditions are upheld in all matters
6. Maintains communication link between Subcommittee & ASC, including giving a monthly report to the ASC
7. Attends each Regional H&I Subcommittee meeting & brings report of activities to Area H&I Subcommittee
8. Works with Panel Coordinator to draft correspondence to facilities served
9. Maintains meeting referral information for Panel Leaders
10. May have other responsibilities (depending on guidelines)

# Responsibilities of Area H&I Officers

## Vice Chairperson

1. One (1) year minimum clean time requirement
2. Helps Chairperson keep proceedings orderly
3. Acts as Chairperson in Chairperson's absence
4. If Chairperson office becomes vacant, serves as Chair until confirmed by ASC or new Chair is elected
5. May have other responsibilities (depending on guidelines)

## Secretary

1. One (1) year minimum clean time requirement
2. Takes accurate minutes at each meeting & distributes to Subcommittee members before next meeting
3. Keeps updated volunteer list of members
4. Maintains ongoing file of all correspondence & minutes
5. May have other responsibilities (depending on guidelines)

# Responsibilities of Area H&I Officers

## Literature Coordinator

1. One (1) year clean time required; Term is one (1) year
2. Distributes NA conference-approved literature & other items used by Subcommittee to carry the message
  - Keeps a record of all transactions
  - Gives report at regular Subcommittee meetings
  - Should be aware of amount of literature being distributed so Panel Leaders' literature requests remain prudent & Subcommittee can distribute literature fairly without exceeding its budget
  - Regular audits should be done to ensure literature outlays are reasonable & accounted for

Other H&I Subcommittee responsibilities could fall under the descriptions above or become positions of their own...number of positions depends on number of members who can serve & how Subcommittee is structured

# **Responsibilities of Area H&I Officers – The Panel**

## **Panel Coordinator**

- 1. One (1) year clean time required; Term is one (1) year**
- 2. Sees that meetings/presentations are in accordance with H&I Subcommittee policies & the rules of the facility**
  - Acts as liaison between Subcommittee & the facility**
  - May be responsible for one, several or all facilities the Subcommittee is working with depending on needs & conscience of the Subcommittee**
  - Responsibilities of Panel Coordinator fall under the job description of Chair or Vice Chair in some Areas**
  - May elect more than one Panel Coordinator to handle the job as the number of facilities grows**

# Responsibilities of Area H&I Officers – The Panel

## Panel Leader

1. One (1) year clean time required; Term is six (6) months
2. Selected by Subcommittee at regular meetings
  - Can decide what type of meeting to have
3. Selects members to be panel members
  - Insures meeting starts & ends on time
  - Reports problems to Panel Coordinator & includes in regular report

# Responsibilities of Area H&I Officers – The Panel

## Panel Member

1. Six (6) months clean time & a willingness to share ESH
2. Is the essential of H&I work – the member who goes to share ESH at an H&I meeting
3. Areas should develop basic requirements
  - A good understanding of the Fellowship & relevant policies is essential
  - Orientation of inexperienced members is a good idea
  - Should attend meetings & listen to & observe the panel the first time or two
4. A clean time requirement is important to ensure we're carrying the message of recovery, not the disease
  - Some facilities will not have clean time requirements while others may require more than six months

# **H&I Meetings/Presentations Where No ASC or H&I Subcommittee Exists**

- **Never take on an H&I commitment alone...H&I work has to be the effort of one or more Groups**
- **Make sure the Group is ready for the responsibility**
- **Get other Groups involved whenever possible**
- **Use these guidelines**
- **If you have over-committed yourself, go to the facility & let them know...don't just stop showing up**
- **Keep an awareness that H&I work is best done by Area H&I Subcommittees using the panel system...as soon as possible, form an ASC or join an existing one**

# The Regional H&I Subcommittee

- Can provide the guidance & direction Area H&I Subcommittees need when facing unfamiliar or problematic situations
- Provides some clerical services...keep a list of hospitals & institutions in the Region, keep track of which ones are served by Area H&I Subcommittees
- Is a Subcommittee of the Regional Service Committee (RSC)
- May choose to produce a Regional H&I Newsletter
- Provides a forum for Area H&I Subcommittees
- May be involved with outreach projects
- Serves as a communications link
- May provide input on items the USSC H&I Subcommittee is working on

# The USSC H&I Subcommittee

- Purpose is to collect, clarify, define & state Fellowship decisions within the scope of H&I work...initiates & coordinates actions based on those decisions
- Does not govern
- Acts as resource to Regions, Areas, Groups & NA members in their H&I efforts
- Goal is to help avoid Tradition violations while carrying the message to those who are restricted
- Serves as H&I resource to those outside the NA Fellowship
- Links H&I efforts nationwide & clarifies Fellowship-wide policies
- Develops & distributes reports & publications
- Assists in formation of new H&I Subcommittees
- Communicates directly with Regions/Areas
- Provides discussion forum via USSCNA Newsletter

# Questions & Answers About H&I

- **Attend an H&I Subcommittee meeting**
- **Read the USSC H&I Handbook that includes Resources, Sample Formats & more**
- **Contact the USSC H&I Subcommittee for additional assistance**

# USSC Webpage

**Additional information about the  
USSC is available online at**

**[usscna.org](http://usscna.org)**

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# **Thank you...**

**for taking your time to become more familiar with what is involved with H&I service work. This presentation provides only the basics, so please read the H&I Handbook for additional information.**

**The USSC & its Subcommittees are providing this service as an option for the US Fellowship. We appreciate your interest in H&I service work & wish you success in your H&I endeavors.**