

**MID-ATLANTIC REGIONAL H&I SUBCOMMITTEE
SERVICE GUIDELINES FOR NARCOTICS ANONYMOUS**

Approved December 10, 1988

I. BASIC PURPOSE

The H&I subcommittee serves the needs of all the Areas within the Mid-Atlantic Region by conducting activities that promote the growth and strength of all H&I efforts and needs within the Region and the Fellowship.

II. FUNCTIONS OF THE SUBCOMMITTEE

- A. Is a resource for the members, groups and areas in their H&I efforts by providing supplies, literature, information, and other materials necessary to better carry the message.
- B. Provides a forum or pooling place 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 serviced by which area committees and type of services that are being performed; as well as which facilities are not being served at all.
- D. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an area committee.
- E. Conducts workshops to address and/or work on problems confronting the member areas and to discuss new methods of H&I work.
- F. Maintains communication with the WSC-H&I committee so that the member areas may be informed of its activities. Communication flows between the Area and World levels through the Regional Committee.
- G. Performs any other activities that benefit H&I efforts within the Mid-Atlantic Region.

III. SUBCOMMITTEE MEMBERSHIP

Membership in the Regional H&I Subcommittee shall be composed of the Chairperson, Vice-Chairperson, Secretary, Chairpersons of area H&I Subcommittees or their representative as well as any member of the Fellowship who wishes to better carry the message to hospitals and institutions.

IV. AGENDA

1. Opening Prayer
2. Read Twelve Traditions
3. Read Basic Purpose and Functions of the RSC H&I Subcommittee
4. Secretary Report (last meeting minutes)
5. Administrative Committee Report (activities since last meeting)
6. Literature Report
7. Area Report
8. Old Business
9. Elections (if applicable)
10. New Business
11. Review of upcoming Subcommittee activities and motions to be brought before the RSC
12. Announcements
13. Closing prayer

V. VOTING

Voting members of the Regional H&I Subcommittee shall be the Area H&I Subcommittee Chairperson or the designated representative. Each member of the Administrative Committee shall have one vote at the Subcommittee meeting.

VI. QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS

A. Chairperson

1. Is elected by the group conscience of the RSC.
2. Mediates all meetings of the Subcommittee with a general understanding of "Robert's Rules of Order".
3. Prepares a report for each RSC meeting and makes all motions on behalf, and is the voice, of the H&I Subcommittee

4. Coordinates, and is responsible, for all work done by the Subcommittee.
5. Is available to answer questions from the Area H&I Subcommittee.
6. Maintains communication with the WSC H&I Committee.
7. Prepares a budget with the Subcommittee to be submitted for approval of the RSC for the upcoming year.
8. Gives a report on the status and activity of the H&I Literature Fund and Stockpile at each Subcommittee meeting.
9. 1 yr. term.

B. Vice-Chairperson

1. Is elected by Regional Service Committee.
2. Must have abstained from all drugs for at least one year.
3. Must have at least six months experience in Regional H&I work and a working knowledge of the Twelve Steps and Twelve Traditions through application.
4. Must attend all meetings of the Subcommittee as well as the RSC.
5. Works with the Chairperson to ensure the smooth operation of the H&I Subcommittee.
6. Performs the duties of the Chairperson in his/her absence.
7. If necessary, may be removed by a 2/3 vote of the Regional Service Committee.
8. 1 yr. term.

C. Secretary

1. Is elected by the Subcommittee.
2. Must have abstained from all drugs for at least one year.
3. Must have at least six months experience in Regional H&I work and a working knowledge of the Twelve Steps and Twelve Traditions through application.
4. Must have a certain amount of clerical skills.

5. Must keep an accurate set of minutes of all Subcommittee meetings and workshops (topics discussed). They should be ready for the approval or review of the Chairperson within 21 days for distribution to all Subcommittee members.
6. Works with the Chairperson to ensure a smooth operation of the H&I Subcommittee.
7. If necessary, may be removed by a 2/3 vote of the Subcommittee.
8. 1 yr. term.