

H&I Policies and Procedures

Last updated on May 2012.

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Overview

This committee carries the message of recovery to those who cannot get to regular meetings. For examples: hospitals, jails, recovery houses, treatment facilities, etc.

This committee attempts to make NA available to any addict seeking recovery from addiction by mutual co-operation with these facilities, by starting meetings, arranging forums, making literature available, and establishing contacts in these places.

Since many of these meetings cannot function within the 12 Traditions of NA, this committee will operate in accordance with the 12 Concepts, current edition of the H&I Handbook, and is accountable to the Greater London Area Service Committee (GLASC).

The institutions	<p>The institutions we serve are:</p> <ul style="list-style-type: none"> • Elgin-Middlesex Detention Centre (EMDC) 711 Exeter Road London, Ontario, N6E 1L3 • Centre of Hope Withdrawal Management (Detox) 281 Wellington Street London, Ontario, N6B 2L4 • Sarnia Jail (*there are currently no meetings here due to lack of volunteering H&I members) 700 N Christina Sarnia, Ontario N7V 3C2
How we do it	<p>At the EMDC, we provide several meetings with <u>2 members</u> of H & I at each meeting.</p> <p>The first H & I member arriving must wait in the lounge for the 2nd member before proceeding. If the 2nd member does not show up, the meeting <u>must</u> be cancelled. (even if EMDC says one person can do the meeting)</p> <p>We do a meeting for the regular population of male inmates Fridays @ 6:00 P.M. to 6:50 P.M, once a month for male inmates with special needs (Once a month for male inmate workers (1st Sunday @ 5:45 P.M. to 6:45 P.M.). We provide a meeting once a week for the women (Thursday @ 5:45 P.M. to 6:35 P.M.). Up to ten inmates can attend each meeting.</p> <p>Note: Meetings can continue, at the discretion of the person chairing the meeting, until the guards are at the door.</p> <p>At the Sarnia jail, 2 members (preferably) of H&I provide a meeting once a week (Thursday 6:40 P.M.). Up to 3 male inmates can attend.</p> <p>At the Centre of Hope Withdrawal Management (Detox), 2 members of H&I provide a meeting once a week (Thursday @ 7:00 P.M. to 8:00 P.M.). Any number of males and/or females from the centre can attend.</p>
How you can help	<p>H&I is always looking for new members to carry the NA message and to provide their own stories of courage, strength and hope to the suffering addict. Refer to “How to Join” below.</p>
Clean-time Requirements	<p>Anyone can join the sub-committee but to go into the jails or Centre of Hope Withdrawal Management (Detox), you must have at least 1 year clean-time.</p>

In order to carry a clear message of NA recovery, **complete abstinence from all drugs, including drug replacement programs, is a must.**

How to join

You can join H&I in the following ways:

- to help bring an NA meeting to the EMDC (jail), follow the procedure “Getting Setup at the EMDC” below.
- to help bring an NA meeting to the Sarnia Jail, follow the procedure “Getting Setup at the Sarnia Jail” below.
- to help bring an NA meeting to the Centre of Hope Withdrawal Management (Detox), go to an H&I Monthly Meeting.

H&I Monthly Meeting

The H&I subcommittee meets the **1st Sunday of every month at 1:00 P.M.** at Street Connections. It is important for every member to attend in order to best represent H&I Group Conscience and in order for everyone to be informed about anything affecting the facilities or the meetings in those facilities.

H and I Subcommittee Meeting Format

1. Hello everyone I am an addict and my name is _____ We would like to welcome everyone to the monthly subcommittee meeting of H and I. *“The purpose of the H&I subcommittee is to assure that no addict in a hospital or institution seeking recovery need die without having had a chance to find a better way of life”.*
2. Could we please have a moment of silence followed by the “we” version of the serenity prayer? Can we have that moment now please?
3. Could someone please read the 12 Traditions of N.A.?
4. To help our secretary with attendance can we please go around the room and have everyone introduce themselves, first name and initial of last name?
5. We welcome any new members. Are there any new members here today? If so, remind them of the non-drug replacement policy. Do you meet these requirements?
6. Hospitals & Institutions Meetings are intended to simply introduce those attending to some of the basics of the N.A. Program
 - An H&I meeting provides the first exposure to recovery in Narcotics Anonymous for many addicts, so it is imperative **WE CARRY A CLEAR AND CONSISTENT MESSAGE OF NARCOTICS ANYNYMOUS AND PROJECT A POSITIVE IMAGE OF OUR FELLOWSHIP.**
 - Our message is that any addict can stop using drugs, lose the desire to use and find a new way to live
 - Our message is hope and the promise of freedom

INTENT:

- To ensure we are carrying an N.A. message, and not that of any other 12 Step Program
- To ensure we project a positive image and to not use H&I meetings to “dump our garbage”, so to speak
- To remind members that often we are the first exposure to Narcotics Anonymous for many of those in attendance and that our goal is to have them continue their recovery in N.A.
- to ensure that H&I meeting formats are being followed

1. **Handout:** Schedules (if necessary), New Business Sheet, Member Contact list for updating by old and new members.
2. Read minutes of the previous meeting and Area report.
3. The various Institution Schedulers report on issues, which includes such items as volunteer not showing up, no availability, a lockdown, etc.
4. The Chair hands out literature (EMDC-Females, EMDC-males, Detox,)
5. Can we please have a show of hands of all voting members present?
To be a voting member you must attend two consecutive H&I monthly meetings, hold an elected position on this committee or have been actively participating in institutionally held meetings in the last six months.
6. Chairperson to report budget expenditures, including literature disbursements and literature donations.
7. Old Business
8. New Business
9. Elections
10. Announce date of next meeting.
11. Close with “we” version of serenity prayer.

General Guidelines Used by the Jails

Generally speaking, here are some of the guidelines the jails use to determine your eligibility to volunteer at their establishments.

- no police involvement for approximately 5 years
- criminal record must not be overly long or violent (do not have to have a pardon)
- not recognizable to any staff

Getting Setup

At the EMDC

1. Come to an H&I Monthly Meeting or give (or email handi@glana.ca) a letter of intent to the H&I Chairperson, to be read at the H&I Monthly Meeting, letting members know of your intent to go into the institution.
2. Fill-out the EMDC Volunteer Application form which you can get from the H&I Chair, Vice Chair or print one from the internet:
<http://www.glana.ca/Area/HandI/EDMCVolunteerApplication.pdf>

3. Get 2 reference letters.
4. After you have reached the clean time requirement, hand application form and reference letters to the H & I Chairperson or the EMDC Male or Female Schedulers.
5. A letter from the EMDC and a voucher, to cover the cost of your Canadian Police Information Centre (CPIC) Police Records Check, will be mailed to you. Once you have received this letter and voucher, contact the jail, per contact information on the letter, to schedule your orientation and picture taking session. Attend this orientation as scheduled.

AND

Either go to the internet address

http://www.police.london.ca/Services/Background_Checks/PDFs/RC1-PDF.pdf to print and then fill-out the CPIC form before going to the Police Station or get one there and then fill it out. Take the EMDC letter and voucher to the Police Station (Monday to Friday between 8:30 A.M. and 4:00 P.M. - closed on holidays.). The fee for the CPIC is \$10.00 will be covered by the voucher. You will also need photo identification. Applicants must provide proof of London residency. Processing time will be up to 7 business days with certain seasonal peaks causing slightly longer delivery time.

6. The EMDC Volunteer Coordinator will call you when everything has been processed and your badge is at reception.
7. Email the H&I Chair (HandI@glana.ca) to let him/her know you are ready to partake in NA meetings at the EMDC. You will then be put on the schedule according to your availability.
8. It is the members responsibility to arrange for their absence to be covered.

At the Sarnia Jail

1. Come to an H&I Monthly Meeting or give a letter of intent to the H&I Chairperson, to be read at the H&I Monthly Meeting, letting members know of your intent to go into the institution.
2. Fill-out the Sarnia Jail Volunteer Appointment Application form which you can get from the H&I Chair, Vice Chair or print one from the internet:
<http://www.glana.ca/Area/HandI/SarniaJailApplication.pdf>.
3. Either give it to one of the H&I members or mail it to the jail (Sarnia Jail, 700 N Christina, Sarnia, Ontario N7V 3C2).
4. The Coordinator of Volunteer Services from the Jail will contact you to setup an interview.
5. Attend this interview which will include a discussion of the specific job description you will be undertaking and some basic information about the role of volunteers in corrections. This meeting is offsite and takes about 15 minutes.
6. Reference checks. Calls will be made to the reference names you supplied. In some instances these individuals may be asked to fill out a form to be returned to the jail by mail.
7. Either go to the internet address
<http://www.police.sarnia.on.ca/docs/Vulnerable%20Sector.pdf> to print and then fill-out the CPIC form before going to the Police Station or get one there and then fill it out. Its
8. processing may take up to a month. One dated within the past 6 months will do. Processing costs will be reimbursed if the jail can keep the original.

9. The Coordinator of Volunteer Services will call you to schedule a brief follow-up interview, the completion of a Volunteer Acknowledgement/Contract and the taking of the Volunteer's Oath of Confidentiality.
10. The Coordinator of Volunteer Services will also schedule an initial training session and tour of the area(s) you will be working in. This is usually done one to one with the Coordinator of Volunteer Services. Attend this session as scheduled.
11. The Coordinator of Volunteer Services will let you know when everything has been processed and you are ready to do NA meetings at the jail.
12. Email the H&I Chair (HandI@glana.ca) to let him/her know you are ready to partake in NA meetings at the jail. Further instructions will be given at that time.
13. It is the members responsibility to arrange for their absence to be covered.

At the Centre of Hope Withdrawal Management (Detox)

1. Come to monthly H&I meeting and advise members there of your intention.
2. The Centre of Hope Withdrawal Management (Detox) Meeting Scheduler will schedule you in, for the first 2 meetings, with someone with experience.
3. It is the members responsibility to arrange for their absence to be covered.

CPIC

A CPIC is required for those wanting to do meetings at one of the jails.

The purpose of this check is to identify current summons/warrants/supervision conditions/driving offences and physical identifiers. **A criminal record does not necessarily prevent you from volunteering at the jails.**

A comprehensive background search is performed, which includes a query of the Police Service's local indices. This includes any police involvement the applicant has had with the local Police Service and the area where applicant has lived in the past 5 years. A query of the Royal Canadian Mounted Police National Repository for Criminal Records in Canada shall also be performed, including a query of the pardon files maintained by the Royal Canadian Mounted Police, to determine if the applicant has been convicted of, and been granted a pardon for any of the sexual offences listed in the schedule to the Criminal Records Act. This Police Records Check and Vulnerable Position Screening is based on photo identification only and therefore, is not confirmed by fingerprints.

H&I's on www.glana.ca

You may refer to the H&I webpage on www.glana.ca for additional information. Click on “Area – GLASC”, “Subcommittees”, and “Hospitals and Institutions”.

Scheduling Members for Meetings

EMDC Male Unit, Centre of Hope Withdrawal Management (Detox)

An Availability Matrix sheet will be passed around at the H&I Monthly meeting. Everyone to document all of the times they are available to do the specific meetings as well as the maximum number of meetings for that month they'd like to do. The schedulers will contact those who weren't present to get their information. They will create the schedule using this information and will contact everyone to let them know their specific schedule.

Notes:

- If someone scheduled is unable to keep their commitment to do the meeting, it is their responsibility to find a replacement by calling other members using the Contact information provided to each member. If they are unable to find a replacement, they are to immediately cancel the meeting by calling the EMDC Male Unit Shift Manager's Office (**519-686-1922, x233**) and by letting the other person, who was to do the meeting with them, know. They are also to let the Scheduler know the meeting was cancelled and why.
- It is recommended you call the EMDC (**519-686-1922, x281**) before heading out for your scheduled meeting to ensure it has not been cancelled.

EMDC Female Unit Scheduling of these meetings is done as follows:

By the 15th of each month, female members provide the EMDC Female Unit Scheduler all the Thursdays they are available to do meetings as well as the maximum number of meetings for the following month. This can be done via email or telephone call.

The EMDC Female Unit Scheduler will create the schedule using this information and then email it to everyone. Recipients will confirm receipt.

Notes:

- If someone scheduled is unable to keep their commitment to do the meeting, it is their responsibility to find a replacement by calling other members using the Contact information provided to each member. If they are unable to find a replacement, they are to immediately cancel the meeting by calling the EMDC Female Unit (**519-686-1922, x248**) and by letting the other person, who was to do the meeting with them, know. They are also to let the Scheduler know the meeting was cancelled and why.
- It is recommended you call the EMDC (**519-686-1922, x281**) before heading out for your scheduled meeting to ensure it has not been cancelled.
- That no H&I member to facilitate any H&I meeting alone regardless of the circumstance.

Sarnia Jail

The Sarnia Jail Scheduler takes care of scheduling. New members attending any H&I facility shall be paired up with an experienced H&I member.

It is the members responsibility to arrange for their absence to be covered.

Literature for H&I Facilities

Pamphlets On-hand

Here is the list of pamphlets we make available:

- Meeting List
- IP No. 1, Who, What, How, and Why
- IP No. 7, Am I an Addict?
- IP No. 8, Just for Today
- IP No. 11, Sponsorship
- IP No. 16, For the Newcomer
- IP No. 22, Welcome to Narcotics Anonymous
- IP No. 23, Staying Clean on the Inside
- Booklet: An Introduction to NA Meetings
- Behind the Walls (jail only)
- Lifeline Newsletters

Storage Locations

EMDC Male Unit

Pamphlets for inmates to take are stored in the filing cabinet located in each program room. They are not locked so the inmates can help themselves at will.

Pamphlets for the inmate attending H&I NA meetings are stored in the filing cabinet in the program room

The meeting pre-amble is stored in the filing cabinet in the program room.

Basic Texts are stored on the library cart but returning the books is not enforced and, as a result, many go missing.

Reaching Out and the **NA Way** is subscribed to by the Volunteer Coordinator who makes it available on the library cart.

EMDC Female Unit

Pamphlets for inmates are stored in cabinets located in the class room in the main area. They are to ask the guards to get access to them.

Pamphlets for the inmate attending H&I NA meetings are stored in a cabinet near the telephone jack. The cabinet door is labeled “NA” and must get unlocked by a guard.

The meeting pre-amble is also stored in this cabinet.

Basic Texts and **Just for Todays** are available for inmates to sign-out through the laundry staff on duty. This system ensures books are returned when inmates who signed them out are released.

Reaching Out and the **NA Way** is subscribed to by the Volunteer Coordinator who makes it available in the class room in the main area.

Sarnia Jail

Pamphlets for inmates are stored on the library cart.

Basic Texts are available for inmates on request through Jane Anema. This gives her a better handle of who has what in an attempt to ensure it is not taken out of the institution. Nonetheless, this could occur.

Centre of Hope Withdrawal Management (Detox)

Pamphlets for patients are stored in the main hallway and in the meeting room.

The meeting pre-amble is stored in the main office cupboard.

Basic Texts are stored in the main office cupboard. Clients are able to sign out the literature which will be return before they leave the facility.

Bringing In

Note: Staples must be removed from literature before bringing it in unless they are regular size.

EMDC Male Unit

Soft cover texts and pamphlets can be brought into the facility and given to the reception guard with the Volunteer Coordinator's name on a sticky note stuck to the front.

Note: Staples must be removed from literature before bringing it in unless they are regular size.

EMDC Female Unit

Soft cover texts and pamphlets can be brought into the facility and given to any Unit 7 guards with Mary O'Sullivan's name on a sticky note stuck to the front. Additional pamphlets can be brought in and stored in the NA locked cabinet to have available during the meetings.

Note: Staples must be removed from literature before bringing it in unless they are regular size.

Sarnia Jail

The best way to bring literature into the jail is to mail it to the attention of Jane Anema. Alternatively, it can be brought in by an H & I member but it may be more difficult and time-consuming to do so.

Centre of Hope Withdrawal Management (Detox)

Soft or hard cover texts can be brought into the facility and given to anyone in the main office. Pamphlets can be put onto the slots in the hallway for that purpose. Any extras can be put with the pre-amble.

Meeting Formats

EMDC Male Meeting Format

We welcome everyone to the E.M.D.C. weekly Hospitals & Institutions meeting of Narcotics Anonymous. My name is, _____ and I am an addict.

The Hospitals and Institutions committee of Narcotics Anonymous serves addicts by bringing meetings to those who cannot get to regular meetings. We are pleased to bring you this meeting and we appreciate your attendance at it. This meeting, like regular meetings on the outside, begins with the Serenity Prayer, so may we please have a moment of silence followed by the “we” version of the Serenity Prayer....

We also use some of the regular Narcotics Anonymous readings to deepen our understanding of what NA is about. We ask you to read the reading you have when it is requested. To help with your own admission and to allow us to get to know you, we suggest you state your first name followed by the admission that you are an addict before doing your reading.

Could someone please read?

Introduction, Who is an addict, What is the N.A. program, Why are we here, The Sponsorship reading

Meeting Lists and NA literature are available to take with you (point).

At this meeting, we are to talk about recovery and avoid issues related to the administration of the E.M.D.C.

H & I chairperson and or panel member pick a couple of topics from the topic sheet.

We ask you to hold any questions you may have about Narcotics Anonymous until the end of the meeting at which time we will do our best to answer all your questions.

Keeping that in mind... the topic(s) for today is/are, _____

The H and I panel will share on the topic(s) with the remaining time left; you will have a chance to share. We hope, we can paint an attractive picture so that you come to meetings after your release.

We request that there be no crosstalk, which includes commenting on another person’s sharing or having side conversations while someone is sharing. We, the volunteers of the H&I committee of NA, love bringing this meeting to you.... To share our experience, strength and hope as well as to give you what was freely given to us... However, if at any time crosstalk or side conversation are disrupting this meeting, we will close for today and we will look forward to seeing you again next week. If you do get a chance to share, we request that you do not mention any drug names. Instead say “my drug of choice” because it does not matter what drug you used.

Who you see here, what you hear here, when you leave here, let it stay here. This is for the protection of those sharing at our meetings. Again, the topic(s) of this meeting is/are _____ . (Sharing occurs)

When panel is done sharing open the floor to inmates.

At 6:45. or 6:50 P.M. say “I am sorry but we have run out of time. We will close the meeting with the “WE” version of the Serenity Prayer...

EMDC Female Meeting Format

EMDC Female Meeting Format

We welcome everyone to the E.M.D.C. weekly Hospitals & Institutions meeting of Narcotics Anonymous. My name is, _____ and I am an addict.

The Hospitals and Institutions committee of Narcotics Anonymous serves addicts by bringing meetings to those who cannot get to regular meetings. We are pleased to bring you this meeting and we appreciate your attendance at it. This meeting, like regular meetings on the outside, begins with the Serenity Prayer, so may we please have a moment of silence followed by the “we” version of the Serenity Prayer....

We also use some of the regular Narcotics Anonymous readings to deepen our understanding of what NA is about.

We ask you to read the reading you have when it is requested. To help with your own admission and to allow us to get to know you, we suggest you state your first name followed by the admission that you are an addict before doing your reading.

Could someone please read?

Introduction, Who is an addict, What is the N.A. program, Why are we here,
The Sponsorship reading (**HAND OUT COOKIES**)

Meeting Lists and NA literature are available to take with you (point). There should be N.A. newsletters available. If you wish to submit an article for it, let me know. It must be recovery-related and not mention a drug of choice.

At this meeting, we are to talk about recovery and avoid issues related to the administration of the E.M.D.C.

H & I chairperson and or panel member pick a couple of topics from the topic sheet.

We ask you to hold any questions you may have about Narcotics Anonymous until the end of the meeting at which time we will do our best to answer all your questions.

Keeping that in mind... the topic(s) for today is/are, _____

The H and I panel will share on the topic(s), with the remaining time left; you will have an opportunity to share. We hope, we can paint an attractive picture so that you come to meetings after your release.

We request that there be no crosstalk, which includes commenting on another person’s sharing or

having side conversations while someone is sharing. We request that there be no crosstalk, which includes commenting on another person's sharing or having side conversations while someone is sharing. We, volunteers of the H&I committee of NA, love bringing this meeting to you ... To share our experience, strength and hope as well as to give to you what was freely given to us ... However, if at any time crosstalk or side conversations are disrupting this meeting, we will close for today and we will look forward to seeing you again next week.

If you do get a chance to share, we request that you do not mention any drug names. Instead say "my drug of choice" because it does not matter what drug you used.

Who you see here, what you hear here, when you leave here, let it stay here. This is for the protection of those sharing at our meetings.

Again, the topic(s) of this meeting is/are _____.

(Sharing occurs)

When panel is done sharing open the floor to inmates.

At 6:35 P.M. say "I am sorry but we have run out of time". At this time we will close the meeting with the "WE" version of the Serenity Prayer...

Sarnia Jail

There is no pre-amble for this meeting because there is no official NA meeting.

The NA member calls the jail before coming in on Thursday evening to ensure there is a need for him to come in. If there is, he meets one-on-one with each inmate. He introduces himself, shakes hands, provides information about NA and about Sarnia meetings, hands-out literature and provides information on how they can request future one-on-ones. If there is additional time, he will talk about his addiction, the fact that coming to the jail helps him and will answer questions.

Centre of Hope Withdrawal Management (Detox) Meeting Format

We welcome everyone to the Center of hope weekly Hospitals & Institutions meeting of Narcotics Anonymous. My name is, _____ and I am an addict.

The Hospitals and Institutions committee of Narcotics Anonymous serves addicts by bringing meetings to those who cannot get to regular meetings. We are pleased to bring you this meeting and we appreciate your attendance at it. This meeting, like regular meetings on the outside, begins with the Serenity Prayer, so may we please have a moment of silence followed by the "we" version of the Serenity Prayer....

We also use some of the regular Narcotics Anonymous readings to deepen our understanding of what NA is about.

We ask you to read the reading you have when it is requested. To help with your own admission and to allow us to get to know you, we suggest you state your first name followed by the

admission that you are an addict before doing your reading.

Could someone please read?

Introduction, Who is an addict, What is the N.A. program, Why are we here,
The Sponsorship reading
Meeting Lists and NA literature are available at the office.

At this meeting, we are to talk about recovery and avoid issues related to the administration of the Center of Hope.

H & I chairperson and or panel member pick a couple of topics from the topic sheet.

We ask you to hold any questions you may have about Narcotics Anonymous until the end of the meeting at which time we will do our best to answer all your questions.

Keeping that in mind... the topic(s) for today is/are, _____

The H and I panel will share on the topic(s) with the remaining time left; you will have a chance to share. We hope, we can paint an attractive picture so that you come to meetings after your release.

We request that there be no crosstalk, which includes commenting on another person's sharing or having side conversations while someone is sharing. If you do get a chance to share, we request that you do not mention any drug names. Instead say "my drug of choice" because it does not matter what drug you used.

Who you see here, what you hear here, when you leave here, let it stay here. This is for the protection of those sharing at our meetings.

Again, the topic(s) of this meeting is/are _____. (Sharing occurs)

When panel is done sharing open the floor to patients

At 8:00 P.M. Say "I am sorry but we have run out of time". At this time we will close the meeting with the "WE" version of the Serenity Prayer...

Suggested Topics for H&I Meetings

1. Any I.P. or selection from the Basic Text
2. The Just for today daily meditation reading
3. H.O.W. (honesty, open-mindedness and willingness)
4. Surrender
5. Acceptance
6. The Basics (Don't use, meetings, phone numbers, literature, sponsor and Steps)
7. H.A.L.T.S. (don't get too: hungry, angry, lonely, tired or serious)
8. Responsible for our own recovery
9. Freedom from active addiction
10. Identify rather than compare
11. Spiritual not religious program
12. Going to any lengths
13. Transition from correctional or Centre of Hope Withdrawal Management (Detox) facilities to the Fellowship
14. Tools of the Fellowship
15. Letting go
16. Feelings
17. Learning to trust
18. Giving up old playmates, playgrounds and playthings
19. Living just for today
20. The first three steps
21. Denial
22. Reservations
23. Sponsorship
24. Any other recovery related topic decided by all panel members present

Voting

The **voting** participants of the H&I Committee shall be all group members attending the H&I Committee meeting.

To be a voting member, members must attend two consecutive H & I monthly meetings or hold an elected position on this subcommittee. Anyone who does not, or who is not active for six months at the weekly H & I facilitated meetings, will be removed from the voting list and placed on the inactive list.

This means they will have to attend two consecutive H & I monthly meetings to become eligible to vote again.

Majority Proportion applies which means **two-thirds** of all voting members. A tie vote declares the motion defeated. Members abstaining from voting do not count as a voting member.

Motions

1. Any motions voted in must remain in effect for a minimum of **6 months**. Anyone who votes on the motion, which gets voted in, can subsequently have the motion revisited before the 6 months have passed.

2. All motions submitted to the secretary, at a business meeting in clear and concise written form reflecting the specific changes to the Policies and Procedures Manual, which if voted in, would be required.

Positions

ALL positions of this committee will automatically be up for re-election at the beginning of each year.

Holders

H&I Chairperson Valerie K April 2012

H&I Alternate Chairperson- open

Secretary Bridget March 2012

Alternate Secretary- Nicole B March 2012

EMDC Male Scheduler –Dave S.

EMDC Female Scheduler Tracy I.

Centre of Hope Withdrawal Mgmt Scheduler- Rob C.

H&I Monthly Meeting Reminder-Trent B- March 2012

H&I Policies and Procedures Manual Administrator-Valerie K January 2011

Note: If a position holder misses 3 consecutive H & I Monthly meetings, they are said to have stepped down from their position, consequently rendering that position “Open”.

Descriptions

H & I Chairperson

The responsibilities of the H & I Chairperson shall be to:

- Attend Greater London Area Service Committee (GLASC) meetings and bring an accurate H & I report to be read and submitted to the committee
- Maintain an accurate account of the budget expenditures, including literature disbursements and literature donations
- Order and disburse all literature for H & I meetings
- Open and Chair the monthly H & I subcommittee meeting
- Have on hand a printed copy of the current Policies and Procedures Manual
- Maintain an accurate H & I Members List, including Active and Inactive Members, and bring it to each Monthly H&I Meeting
- Identify any position holders who have not attended 3 consecutive monthly meetings and bring it up to committee
- Check and respond to handi@glana.ca emails at least once a week
- Print all Scheduling Reports emailed from any of the Schedulers who are unable to attend an H&I Monthly Meeting. Read these reports on their behalf during such meeting. Include the information contained on the Scheduling Reports on your H & I report for Area
- Report all cancelled meetings at the Jail and Detox.

- Print all Letters of Intent, to join the H&I subcommittee, which were emailed by those wishing to join H&I and could not attend an H&I Monthly Meeting. Read these reports on their behalf during such meeting. Read to these newcomers the paragraph from the H&I Monthly Meeting Agenda pertaining to newcomers. Confirm with them they have the proper clean-time requirement and they understand the proper way to share during H&I meetings.
- Monitor position holders attendance and inform sub-committee when three missed meetings to have the position vacated.
- Report any other concerns to the H & I committee and/or GLASC

H & I Alternate Chair

The responsibilities of the H & I Vice-chairperson shall be to:

- Perform the duties of the Chairperson in their absence
- Perform the duties of all other vacant positions
- Shadow the H&I Chairperson in order to become familiar with all of the requirements of that position
- **Secretary**

The responsibility of the H & I secretary shall be:

- Draft accurate and concise minutes which reflect the essence of the business conducted at the business meetings including attendance
- Email those who have requested the Minutes of H&I Monthly meeting
- Forward the H&I Monthly Meeting Minutes to the H & I Chairperson and to the Policies and Procedures Manual Administrator, at least 2 days before the Area meeting
- Read the previous month's minutes at each business meeting

Alternate Secretary

The responsibilities of the H & I Alternate Secretary shall be to:

- Perform the duties of the Secretary in their absence
- Shadow the H&I Secretary in order to become familiar with all of the requirements of that position

E.M.D.C Male Scheduler

The responsibilities of this scheduler shall be:

- Schedule volunteers for the meetings
- Make reminder calls the week of the meeting
- Send literature orders to Chairperson a week before sub-committee meeting so Chair can hand out literature at the meeting as per agenda.
- To order and disperse literature order for H&I meetings *after approved by H&I Subcommittee.*
- Using information emailed by EMDC Volunteer Coordinator, on a monthly basis, or by other H&I members, create a Scheduling Report outlining issues encountered, such as
 - Volunteer(s) not showing up and what the reason was (if known)
 - no availability for members to do the meeting
 - a lockdown
 - etc.

Read this report during H&I Monthly Meeting and if you are unable to attend, email it to handi@glana.ca in a timely manner in order for them to print it and then read it, on our behalf, at our H&I Monthly Meeting.

E.M.D.C. Female Scheduler

The responsibilities of this scheduler shall be:

- Schedule volunteers for the meetings
- Ensure volunteers received the schedule
- Send literature orders to Chairperson a week before sub-committee meeting so Chair can hand out literature at the meeting as per agenda.
- To order and disperse literature order for H&I meetings *after approved by H&I Sub-committee*
- Using information emailed by EMDC Volunteer Coordinator, on a monthly basis, or by other H&I members, create a Scheduling Report outlining issues encountered, such as
 - Volunteer(s) not showing up and what the reason was (if known)
 - no availability for members to do the meeting
 - a lockdown
 - etc.

Read this report during H&I Monthly Meeting and if you are unable to attend, email it to handi@glana.ca in a timely manner in order for them to print it and then read it, on our behalf, at our H&I Monthly Meeting.

Centre of Hope Withdrawal Management (Detox) Scheduler

The responsibilities of this scheduler shall be:

- Schedule volunteers for the meetings
- Make reminder calls the week of the meeting
- Send literature orders to Chairperson a week before sub-committee meeting so Chair can hand out literature at the meeting as per agenda.
- To order and disperse literature order for H&I meetings *after approved by H&I Sub-committee*.
- Create a Scheduling Report outlining issues encountered, such as
 - volunteer not showing up and what the reason was
 - no availability for members to do the meeting
 - Facility cancelling
 - etc.

Read this report during our H&I Monthly Meeting and if you are unable to attend, email it to handi@glana.ca in a timely manner in order for them to print it and then read it, on our behalf, at our H&I Monthly Meeting.

H & I Monthly Meeting Reminder

The responsibilities of the Monthly meeting reminder shall be:

- Call all H & I committee members the week of the H & I Subcommittee monthly meeting to remind them of the upcoming meeting
- Ensure the most current Contact List is being used for this purpose

H & I Policies and Procedures Manual Administrator

The responsibilities of the H & I P&P Manual Administrator shall be:

- Keep the manual updated and accurate
- Produce copies when requested by H & I committee and GLASC
- Forward all updated manuals to Webservant@glana.ca for posting on www.glana.ca

Contact Information

EMDC

The main telephone number for the jail is **519-686-1922**

Male Unit x281

Male Unit Shift Manager's Office x233

Female Unit x248

Volunteer Coordinator (Ellen McKegney) x216 Ellen.McKegney@ontario.ca

Male Social Worker (Keri Zammit) x339 * Kari.Zammit@ontario.ca *

Note: any issues regarding male inmates

should be brought to Ellen's attention

who will then contact Keri.

Female Social Worker (Mary O'Sullivan) x222 Mary.OSullivan@ontario.ca

Sarnia Jail

The main telephone number for the jail is **519-337-3296**

Coordinator of Volunteer Services x3396

Centre of Hope Withdrawal Management (Detox)

The Centre of Hope Withdrawal Management (Detox) telephone number is **519-432-7241**.