

## Suncoast NA- H&I Policy

### H&I Membership Requirements

- New Members process to join a panel -
  - Attend an H&I business meeting.
  - Stay for the orientation held immediately after the meeting.
  - Attend one facility meeting as an observer.
  - Return to the next H&I business meeting to be confirmed as a member.
- Suggested clean time by role -
  - Observer (Attending a facility meeting for the first time): 60 days
  - Speaker (Sharing at a facility meeting): 90 days -
  - Panel Member: 6 months
  - Panel Leader: 1 year

All H&I Members may remain in good standing by attending one orientation annually. H&I Orientation will be held monthly after the regular H&I business meeting.

### Roles and Responsibilities

1. Hospitals and Institutions Chair
  - Attend monthly ASC and H&I Subcommittee meeting
  - Coordinates all Hospital and Institution activities.
  - Makes monthly written report to the ASC on the status of all H&I ongoing meetings
  - Clean time requirement of eighteen months.
  - Familiarity with all H&I related NAWS handbooks.
  - Minimum six (6) months H&I experience and a current H&I member in good standing per H&I Membership Requirements
2. Hospitals and Institutions Co-Chair
  - Attend monthly ASC and H&I Subcommittee meeting.
  - Keeps in contact and works with H&I Chair and Panel Leaders.
  - Assists Secretary with monthly written report to the H&I Chair on the status of meetings.
  - Clean time requirement of one year.
  - Familiarity with all H&I related NAWS handbooks.
  - Minimum six (6) months H&I experience and a current H&I member in good standing per H&I Membership Requirements.
  - Assist H&I Secretary in maintaining H&I Panel Leader Contact Information form.
3. Hospitals and Institutions Secretary
  - Attend monthly H&I Subcommittee meeting
  - Clean time requirement of one year
  - Keeps in contact and works with H&I Chair and Co-Chair
  - Makes monthly written report to the H&I Chair on the status of meetings and attendance and records minutes of monthly H&I Subcommittee meetings.
  - Maintains copies of H&I guidelines and specific guidelines, rules, and regulations for specific institutions

- Has blank applications for Jails and Institutions available at H&I monthly meetings
- Familiarity with all H&I related NAWS handbooks.
- Minimum six (6) months H&I experience and a current H&I member in good standing per H&I Membership Requirements
- Maintains H&I Panel Leader Contact Information form and monthly subcommittee meeting attendance

#### 4. Hospitals and Institutions Alternate Secretary

- See requirements for H&I Secretary
- Assists Secretary and covers when Secretary is unable to attend the monthly H&I meetings

#### 5. Panel Leader

- Minimum six (6) months H&I experience and a current H&I member in good standing per H&I Membership Requirements
- Clean time requirement of one year
- Conducts panel meetings/presentations in facility served according to the H&I Basics Booklet including Do's and Don'ts
- Ensures that all meetings are attended by at least two people, with at least one being an H&I Member in good standing per H&I Membership Requirements.
- Informs H&I Co-Chair as soon as possible when unable to conduct a meeting.
- Invite panel members to meeting and inform them of all applicable rules of the facilities and procedures for that meeting including H&I Dos and Don'ts.
- Attends all H&I subcommittee meetings or have a representative - missing more than 2 consecutive meetings may result in removal.
- Make written report to H&I Subcommittee at each H&I Subcommittee Meeting.
- Maintain literature and supplies for meetings, while prudently allocating funds.
- Ensures only approved H&I Resource literature is taken into facilities.
- Budget of \$75 per month per facility for literature and supplies.

#### 6. Panel Member

- Clean time requirement of six months.
- Participates in an active role in meetings/presentations in facility served according to H&I Basics including Do's and Don'ts and utilizes the approved H&I Meeting Presentation Format.
- Never goes into a meeting facility alone – speakers must have at least 90 days clean to speak in an H&I meeting.
- Informs panel leader as soon as possible when unable to attend meeting.
- Adheres to all applicable rules of the facilities and procedures for that meeting.