

H.O.I.A.N.A. PRACTICES

Last updated 2/1/2019

Sample HOIA meeting format

1. Open with a moment of silence, followed by the serenity prayer.
2. Read the twelve Traditions and 12 Concepts
3. Greetings to new groups
4. Roll call
5. Read purpose and procedure of conduct
6. Review last month's minutes by the secretary
7. Approve minutes by group
8. Review and add to the meeting agenda (new business)
9. Officer reports
 - a. Chair
 - b. Vice-chair
 - c. Secretary
 - d. Treasurer
 - e. RCM
 - f. RCMA
10. Sub-Committee reports
 - a. Public Information
 - b. Hospitals and Institutions
 - c. Literature
 - d. Phone Line
 - e. Activities
 - f. Webmaster
11. GSR reports
12. Open sharing: GSR's and other members share concerns, questions, and problems
13. Old business: table motions and continuing debate carried over from new business
14. New business: new motions discussed and debated
15. Honor the seventh tradition
16. Confirmation of next month's schedule and agenda
17. Close with 12th tradition

The Twelve Concepts of Service Narcotics Anonymous

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains service on behalf of NA as a whole.
2. The final responsibility and 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 Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each group responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bears substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making process.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.
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, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never government.

Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority-a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.

3. The only requirement for membership is the desire to stop using.
4. Each group should be autonomous, except in matters affecting other groups or N.A. as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should be forever non-professional, but our Service Centers may employ special workers.
9. N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. N.A. has no opinion on outside issues; hence the N.A. name ought never to be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

What is Area

Heart of Illinois Area (HOIA) is a committee made up of Group Service Representative's (GSR's), Area Service committee (ASC), and subcommittees from the HOI Area. The area service conference is held on the first Sunday of every month (unless otherwise voted on) at 1220 E McClure Ave, Peoria Il 61603. The purpose of the HOIA is to be supportive of its groups and their primary purpose by linking them together within their area, by helping with their basic situations and needs, and by encouraging the growth of the Fellowship

Procedure and conduct

To participate in HOIA meetings, there are a few things you need to know! First, there is typically a great deal of business to cover at each meeting and thus, it is extremely important to be aware of the agenda. Second, there are often many people in attendance with much movement within the room. Therefore, please consider your conduct, keeping side conversations down, respecting others in service. Do your best to place principles before personalities, and be aware of the procedures. For procedure and conduct, we look first to the Guide to Local Service, the Twelve Traditions of NA, The Twelve Concepts of Service, our HOIA practices, as well as any Conference approved handbooks, and any approved past major motions to guide us. We also refer to

a set of procedures known as Roberts Rules (modified), which have been used for hundreds of years to help groups run meetings.

The following procedures will help guide you into active participation in HOIA meetings:

1. If you want to talk, raise your hand to be silently recognized which will catch the Vice Chair’s attention. The Chair or Vice Chair will write your name down and you will be called on in order.
2. If you want the HOIA to do something, making a motion! All major motions must be in writing and anyone attending can make a motion. Motion forms are available up front. Please see the HOIA Secretary, follow instruction, be clear (vague motions can be problematic), and submit the completed motion form to the secretary. All motions must be “seconded” by a voting GSR before submitting the motion to the secretary.
3. The HOIA Chair is responsible for running the meeting and settling disagreements. If, at any time you don't agree with the Chair’s decision, challenge it by raising your hand and calling out, “I challenge the Chair’s decision.” At this point the entire committee will vote to either uphold the Chair’s decision or your challenge.

Area Service Structure

Area Committee/Positions:

ASC Chair	<u>Subcommittees:</u>
ASC Vice-Chair	Public Information
ASC Secretary	Hospitals and Institutions
ASC Treasurer	Literature
ASC Alt Treasurer	Activities
RCM	Phone Line
RCM (Alternative)	Webmaster

Responsibilities of ASC Positions

ASC Chairperson:

- A. A Chairperson arranges an agenda for and presides over monthly meetings. The Chairperson should be one of the co-signers of the ASC's bank account. A Chairperson must be capable of conducting business meetings with a firm yet understanding hand. For this reason, it is suggested that they have a minimum of two (2) years continuous abstinence from all drugs.
- B. One-year commitment.
- C. Service experience preferably as a GSR, sub-committee chair or administrative committee - not required.
- D. Understanding of the 12 Traditions of NA through application.
- E. The willingness to give the time and resources necessary for the job.
- F. Upon election he/she should resign as GSR or Alt., RCM or Alt. or sub-committee chair-person.
- G. Should have organizational skills.
- H. Must be willing to mentor the newly elected incumbent for 30 days allowing the individual to be creative.

ASC Vice-Chair:

- A. In the absence of the Chair, the Vice Chair shall perform the duties of the chair. It is suggested that Vice Chair have a minimum of one (1) year abstinent from all drugs.
- B. One-year commitment.
- C. Service experience preferably as GSR, subcommittee Chair or administrative committee - not required.
- D. Understanding of the 12 Traditions of NA through application.
- E. The willingness to give the time and resources necessary for the job.
- F. Upon election, he/she should resign as GSR or Alt., or subcommittee Chairperson.
- G. Must be willing to mentor the newly elected incumbent for 30 days allowing the individual to be creative.

ASC Secretary:

A. A Secretary keeps accurate minutes of each Business meeting, types and distributes minutes to each GSR no later than 10 days following each ASC meeting. The Secretary must maintain a log of policy changing motions.

It is suggested the Secretary have a minimum of one (1) year continuous abstinence from all drugs.

B. One-year commitment.

C. Service experience preferably GSR, subcommittee Chair, or administrative committee - not required.

D. Understanding the 12 Traditions of NA through application.

E. The willingness to give the time and resources necessary for the job.

F. Must be willing to mentor the newly elected incumbent for 30 days allowing the individual to be creative

ASC Treasurer:

A. A Treasure shall make a report of contributions and expenditures at every regular ASC meeting, and an annual report at the end of the year. The Treasurer shall be the other co-signer of the ASC bank account. It is suggested that a Treasurer have a minimum of two (3) years abstinence from all drugs. The treasurer must maintain our schedule of reserves, and reimburse accounts in order of importance. (see appendix I.) Any funds above our schedule of reserves is to be forwarded quarterly to GIRSCNA.

B. One-year commitment

C. Service experience preferable as GSR or Alt., subcommittee Chair or administrative committee - not required.

D. Understanding of the 12 Traditions of NA through application.

E. The willingness to give the time and resources necessary for the job.

F. Should be gainfully employed.

G. Should have organizational skills

H. Must be willing to move into ALT Treasurer position in order to train and aid newly elected treasurer.

ALT. Treasurer:

A. An ALT treasurer will remain on the bank account in order to properly train and assist the newly elected treasurer.

B. One-year commitment

C. 3 years clean

D. Understanding of the 12 Traditions of NA through application.

E. The willingness to give the time and resources necessary for the job.

F. Should be gainfully employed.

G. Should have organizational skills.

Regional Committee Member (RCM):

An RCM is to an ASC what a GSR (Group Service Representative) is to the group. As the representative to the area, the RCM speaks for the members and groups within the Area Service Committee. The primary responsibility of an RCM is to work for the good of NA providing two-way communications between the Area and the rest of NA, particularly with neighboring ASC's. An RCM represents the group conscience of an ASC at a Regional level and provides the Area with the agenda for the RSC at least ten days before the RSC meets. An RCM attends all RSC meetings and takes part in any decisions, which affect the Region, speaking as the voice of the ASC's group conscience. An RCM must be able to work for the common good, placing principles before personalities at all times. An RCM must be willing to mentor the newly elected incumbent for 30 days allowing the individual to be creative. Therefore, in addition to the regular qualifications for GSR's, it is recommended that the nominees to the post of RCM also have:

1) Service experience

- 2) The willingness and ability to give the time and resources necessary for the job
- 3) A suggested minimum of 3 years continuous abstinence from all drugs
- 4) One-year commitment

Subcommittees

Public Information/Public Relations:

Public Relations service is performed to increase the awareness and credibility of the NA program. PI shares our message openly with the public at large, with prospective members and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the fellowship. Establishing and maintaining a commitment to these relationships, can help us to further our primary purpose.

The following points are goals that we can strive to fulfill in making NA a visible and attractive choice for addicts:

1. PI clarifies what services NA can and cannot provide to the community.
2. PI makes NA members more aware of their role in NA's public image.
3. PI aims for the public to recognize NA as a positive and reliable organization.
4. PI develops valuable relationships with professionals and the general public.

Public Relations Do's & Don'ts

PI's Do's:

1. PI members make a commitment to educate themselves with the appropriate handbooks and to follow the core Public Relations principles embodied in the Narcotics Anonymous PR Handbook.
2. PI members have NA sponsors and a working knowledge of the twelve steps and traditions of NA.
3. PI members must follow through on their plans, consistency is very important for NA's public image.
3. PI keeps updated records of their contacts, posted flyers, public service announcements (PSA's) etc.

4. PI remembers that quality is better than quantity.
5. PI members present a good image of recovery: punctual, appropriately dressed, and avoid using obscenities when we speak.
6. PI members provide regularly scheduled PR subcommittees meetings.
7. PI consults with members experienced in PI work before working with the media.

PI Don'ts

1. PI doesn't do Public Information Service alone.
2. PI doesn't abuse their precious resources. When PI doesn't complete a project, they create a negative image of NA.
3. PI doesn't present themselves as the only spokesperson for NA.
4. PI doesn't accept contributions from outside our fellowship.
5. PI doesn't state an opinion or take a stand on any non-NA or public issue.
6. PI doesn't give out personal information about individual NA members.

Public Information Chairperson Qualifications:

1. A willingness and desire to serve
2. A one-year commitment
3. A minimum of 2 years clean
4. A minimum of 18 months involvement in NA service work
5. An understanding and application of the Twelve Traditions and Concepts
6. The time and resources to do the job
7. Be an active member of NA as a whole

Public Information work is very important, but often very touchy. Most of the violations of our Sixth Tradition inadvertently occur during the course of this type of work. Drug programs, mental health groups, hospitals, criminal diversion courses and drug and alcoholism schools, as well as other organizations who have requested NA speakers or panel meetings for the benefit of their residents or members should, at times of misuse, be avoided at all times. Duties: The Chairperson keeps the area informed of its public awareness efforts and clears most all matters with the area before taking any action. Chairs the Public Information and Phone line Sub-Committees. Maintains up to date meeting lists. Keeps in contact with public and private professional agencies that come into contact with addicts. Ensures that the Phone line is current and operational. Provides a written report to the HOIA. Works closely with the H&I Sub-committee. Attends the Regional PI sub-committee meeting. Must be willing to mentor the newly elected in-cumbent for 30 days allowing the individual to be creative.

Hospitals and Institutions Chairperson:

Duties:

Chairs the H&I Sub-Committee meeting. Provide a written report to HOIA. Attend the Regional H&I sub-committee meeting. Orders and distributes H&I literature. Is the contact person for facilities that are currently conducting H&I panels. Must be willing to mentor the newly elected position for 30 days allowing the individual to be creative.

Qualifications:

1. A willingness and desire to serve
2. A One Year commitment
3. A minimum One Year clean time
4. A minimum of Six Months involvement in NA service work
5. An understanding of the Twelve Traditions
6. The time and resources to do the job.
7. Be an active member of NA as a whole

Literature Chairperson:

Duties:

Ensures that only Conference Approved NA literature is held in inventory. maintain a stockpile of adequate supply of literature and medallions. coordinates the sale of said materials. Maintain a current inventory for review by any Group that so request, in a timely fashion. Collects funds for literature of any NA approved items purchased and provide a paid receipt to the purchaser. Submits all funds collected from the sales of NA items to NAWS (or the current request from WSO). Monitors request for NA items from H&I and PI subcommittees. Submits a written request for funds, as needed, to replenish the stockpile of NA items. Chairs the literature Sub-Committee (if one is formed at any time). Provides a written report to the HOIA. Must be willing to mentor the newly elected incumbent for 30 days allowing the individual to be creative.

Qualifications:

1. A willingness and desire to serve
2. A One Year Commitment
3. A minimum of Eighteen Months clean time

4. A minimum of One Year involvement in NA Service work
5. An understanding and application of the Twelve Traditions
6. The time and resources to do the job
7. Be an active member of NA as a whole
8. Needs to be on the HOI area service bank account

Phone line Chairperson:

Duties:

Hold accountability to individuals on the phone lines. Overseeing the training of volunteers on the phone line. Keep all phone number updated. Must be willing mentor the newly elected incumbent for 30 days allowing the individual to be creative.

Qualifications:

1. A willingness and desire to serve
2. A One Year commitment
3. A minimum One Year clean time
4. A minimum of Six Months involvement in NA service work
5. An understanding of the Twelve Traditions
6. The time and resources to do the job
7. Be an active member of NA as a whole

Activities Chairperson:

Duties:

Chair and Coordinate the HOIA Activities meeting. Provide HOIA with a monthly writ-ten report, keep lines of communication between groups open on items pertaining to HOIA Activities and be personally responsible for obtaining and making a deposit within 48 hours of any event that has raised money. The Chairperson must get a second person to witness the counting of funds and also report to the HOIA Treasurer the amount of deposit within 48 hours of said deposit. Must be willing mentor the newly elected incumbent for 30 days allowing the individual to be creative.

Qualifications:

1. A willingness and desire to serve
2. A One Year commitment
3. A minimum One Year clean time
4. A minimum of Six Months involvement in NA service work
5. An understanding of the Twelve Traditions
6. The time and resources to do the job
7. Be an active member of NA as a whole

*****AD-HOC Committees*****

The HOIA shall have the authority to appoint an Ad-Hoc committee for such special purposes as may, from time to time, be deemed necessary to fulfill specific functions. The purpose, membership, and duration of the existence of any Ad-Hoc committee shall be specifically designated by the HOIA at the time of its appointment.

Elections

Elections will be held twice a year:

February (Secretary, Treasurer, Alt Treasurer/ Secretary, Phone-line Chairperson, Activities Chairperson)

August (ASC Chairperson, ASC Vice Chairperson, RCM, ALT RCM, Public Information Chair-person, Literature Chairperson, and H&I Chairperson)

Appendix I. **Schedule of Annual Reserves**

Number	Date	Description of Transaction	C	Debit (-)	Credit (+)	Balance
	Dec.	regional insurance contribution		\$0.00	\$100.00	\$100.00
	June	regional phone line contribution			\$65.00	\$165.00
	Oct.	area P.O. Box			\$76.00	\$241.00
		P I			\$600.00	\$841.00
		Activities			\$330.00	\$1,171.00