

Clean Acres Area
Chester County
Hospitals and Institutions Policies

Revised 10/21/2001

- 1) Panel leaders decide who they want to take into H&I commitments, with the proper clean time.
- 2) Clean time requirements are adopted from the H&I Handbook for the following positions.

<u>Position</u>	<u>Clean Time Requirement</u>	<u>Length of Term</u>
Chairperson	2 years	1 year
Co-Chairperson	1 year	1 year
Secretary	1 year	1 year
Lit Coordinator	1 year	1 year
Panel Coordinator	1 year	1 year
Panel Leader	9 months	3 months
Panel Member	6 months	1 meeting
Observer	5 months	1 meeting

- 3) The Twelve Traditions will be read at every H&I Subcommittee meeting.
- 4) That All Policies adopted cannot be reviewed for three months.
- 5) That addicts (with the required clean time) are the only people permitted to go into an H&I commitments.
- 6) Coordinators should be nominated with other leaders.
- 7) Leaders and Coordinators MUST present a report at each H&I Subcommittee meeting.
- 8) Members present are given first priority of available commitments. Commitments are read over by chairperson. The leaders that are picked are given the choice of commitment night.
- 9) H&I literature must be stamped with the H&I name and hot line number to establish ownership.
- 10) Co-Chairperson has been appointed the duty to call persons not conforming to H&I policies. If vacancy occurs, duty falls on Chairperson.
- 11) Only men speak at the mens prison and only women speak at the women's prison.
- 12) One month before the quarterly commitments are given out, there will be a flyer made up to be distributed to the groups at that months ASC meeting for group support.
- 13) Suggested Format is adopted for all Leaders to use.
- 14) Leaders will not hold the same commitment for more than six months, unless there is no one else to replace them.
- 15) Violations of Policy will result in the following:
first offense- Verbal warning
second offense - No H&I in involvement for six months
- 16) Leaders can hold only two commitments at one time.

- 17) All panel Coordinators, Panel Leaders and Panel Members should have a clear Narcotics Anonymous message and will bring speakers whom they are certain will give only an N.A. message of recovery at the facility.
- 18) H&I Policy must be read at every subcommittee meeting.
- 19) All Panel Leaders are responsible to collect any left over literature from their Panel Leaders at the end of their commitments and bring it back to the subcommittee meeting when new commitments are given out.
- 20) All Panel Leaders must be given a copy of the Do's & Don'ts along with the format and literature, and urge their Panel Members to read them.
- 21) No literature is to be left or stored at any Facility. All Panel leaders are to carry their literature to and from their commitments.
- 22) Panel Coordinator have one year clean time and serve a one year term In order to be elected a Panel Coordinator, you must attend two consecutive Clean Acres Area H&I Subcommittee meetings. At the second meeting, you are eligible for a Panel Coordinator Position.
- 23) Everyone attending the Clean Acres Area H&I subcommittee will be given a copy of the Clean Acres Area H&I subcommittee Policy.
- 24) Panel coordinators who do not attend the monthly Clean Acres Subcommittee meeting may be counted present as long as a representative is sent to give his/her report.
- 25) Any Panel Coordinator that is absent from two consecutive subcommittee meetings forfeits his/her position and the body will vote for a replacement at the second meeting of their absence during New Business.
- 26) Panel Coordinators will not be limited in the number of commitments they hold.
- 27) No H&I subcommittee member act alone in accepting any commitment without bringing it back to the body.
- 28) No H&I subcommittee member act alone in conducting any H&I business.
- 29) To become a voting member of the subcommittee you must attend two consecutive meeting, and you will be able to vote at the second meeting.
- 30) Subcommittee meeting will end at 6:45 promptly.