

NORTHERN CALIFORNIA REGIONAL HOSPITALS & INSTITUTIONS/PUBLIC RELATIONS SHARING FORUM OPERATIONAL POLICIES

- I. BOUNDARIES:** The boundaries for the H&I/PR effort of the Northern California Region of Narcotics Anonymous shall be the same as used by the Regional Service Committee (RSC) of the Northern California Region.
- II. DEFINITION:** The RSC H&I/PR effort is a Sharing Forum that meets on the fourth Saturday of every odd-numbered month and provides an opportunity for areas to network, exchange information, provide solutions and gather resources. This body is facilitated by two chairs and two vice chairs, two with Hospitals & Institutions experience and two with Public Relations experience. The four Coordinators operate under the auspices of the Northern California Regional Service Committee (N.C.R.S.C.). We are supported by the N.C.R.S.C. and thus fully accountable to that committee. In the event of conflict between these operational policies and the Fellowship Service Team (FST) guidelines, the latter will prevail.
- III. PURPOSE AND GOALS:** To further the efforts of the individual Area H&I/PR subcommittees/working groups, educate the public about recovery from addiction, and support and facilitate the growth of the H&I/PR effort within the Northern California Region.
 - A.** We seek to improve the areas' abilities to provide services, increase knowledge, network between area H&I/PR subcommittees/working groups, and share experiences in conducting work through a Regional Sharing Forum.
 - B.** Regional H&I/PR should serve as a training ground, to educate H&I/PR volunteers regarding protocol and to provide a clear and consistent message of recovery in Narcotics Anonymous.
 - C.** Through the efforts of Public Relations, we seek to make the public aware of Narcotics Anonymous.
- IV. PARTICIPANTS OF REGIONAL H&I/PR SHARING FORUM:** This forum shall consist of two chairs, two vice chairs, Note Taker, Area H&I/PR Representatives, and Regional Liaisons. Meetings are open to all interested members of Narcotics Anonymous. Meetings are listed on the Northern California Regional website.
 - A.** Areas are encouraged to attend at all regular meetings of the H&I/PR Sharing Forum. If an Area is not consistently represented, the chairs (or their designate) shall communicate with the Area to determine if the Area needs assistance.
- V. VOTING AND ELECTION PROCEDURES:**
 - A.** Group Conscience should be the primary method of decision making at the Sharing Forum. Voting should only be used when a clear group conscience is not apparent. When applicable, consideration should be given to postponing decisions where a group conscience is not clear.

- B. Should voting be required, the Sharing Forum shall require a simple majority vote.
- C. Those being nominated as H&I/PR Chairs and Vice Chairs can be recommended by the Sharing Forum members as nominees to be presented to the RSC. Nominations should be presented to the RSC one month prior to the election for consideration. Nominees must be present at the RSC on the date of elections to be considered by the RSC.
- D. An H&I/PR Regional Forum elected trusted servant can be removed from their position by a majority vote for the following:
 - 1. Relapse
 - 2. Misappropriation of NA funds
 - 3. Failure to perform the required duties of the commitment
 - 4. Failure to carry out the forum's group conscience
 - 5. Failure to be active in the Sharing Forum, either in person or by correspondence for two consecutive meetings

VI. REQUIREMENTS, DUTIES AND RESPONSIBILITIES OF THE REGIONAL H&I/PR CHAIRS:

THE CHAIR & VICE CHAIR REQUIREMENTS CAN BE FOUND ON THE REGIONAL FST GUIDELINES

<https://www.norcalna.org/pdf/FST%20Guidelines%202013-06-09.pdf>

VII. REQUIREMENTS & DUTIES OF THE REGIONAL NOTE TAKER:

- A. REQUIREMENTS:** Shall have a minimum of 3 years clean time. Shall be an active member of NA, with previous experience at the area or regional level. Must have the willingness and resources to do the job. A working knowledge of the 12 Steps, an understanding of the 12 Traditions and the 12 Concepts for NA Service. Must have basic clerical skills and the ability to develop written reports in a clear concise manner. Shall have basic computer skills, as well as the ability to communicate with email effectively.
- B. DUTIES:** The note taker is responsible for working together with the coordinators to ensure that all duties and tasks are completed in an appropriate and timely manner. The term of service will be one year and two consecutive terms may be served.
 - 1. Record the notes of each Sharing Forum. The notes shall be distributed to forum members for approval, submitted to the Northern California web site coordinator/Forums web coordinator, and placed in the files of the PR/H&I Sharing Forum Google Drive.
 - 2. Maintains and updates the Regional Forum contact list.

3. Handles correspondence as requested by the coordinators and assists forum members with tasks when requested.

VIII. REQUIREMENTS AND DUTIES OF SPECIAL ASSIGNMENT LIAISONS, TASK GROUP & TEAM LEADERS:

- A. REQUIREMENTS:** Shall have a minimum of 2 years clean time. Shall be an active member of NA, with previous experience at the area or regional level. Must have the willingness and resources to do the job. A working knowledge of the 12 Steps, an understanding of the 12 traditions and the 12 Concepts for NA Service. Shall have basic computer skills as well as the ability to communicate with email effectively.
- B. TASK GROUP LEADERS:** Task group leaders are assigned to lead a specific task. They are required to attend the H&I/PR Sharing Forum as well as submit a report at each sharing forum. A FST member is required to maintain oversight with each task group.
- C. FIRE CAMP TEAM LEADER:** For duties, see regional Fire Camp guidelines.
- D. VATF LIAISON:** Attend the California Department of Corrections and Rehabilitation Volunteer Advisory Task Force (VATF) meetings as the point of accountability for the Northern California Region. Work with the sharing forum H&I / PR Chairs. Attend and submit written reports to the bi-monthly sharing forum.

- IX. TRAVEL AND EXPENSE:** All routine budgeted expenses incurred by the coordinators, or, in some cases, a liaison appointed by the coordinators in fulfillment of their responsibilities, shall be reimbursed by the RSC Treasurer in accordance with the NCRSC's own travel reimbursement policies.

X. AMENDMENTS TO THE OPERATIONAL POLICIES:

- A.** These Operational Policies may be amended as needed.
- B.** The Operational Policies shall be reviewed every 2 years by a working group appointed by a regional chair.
- C.** A copy of the Operational Policies shall be submitted to the RSC.
- D.** The Operational Policies shall show the date of last review.