

Georgia Region H & I Subcommittee Policy Guidelines

Basic Purpose

The RSC H&I Subcommittee serves the needs of all the areas within the Georgia Region by conducting quarterly committee meetings and activities that promote the growth and strength of all H&I efforts and needs within the region and the fellowship.

Function of Subcommittee

- A. A resource for members, groups and areas in their H&I efforts to provide information and other materials necessary to better carry the message.
- B. Provides a forum for area H&I subcommittees to share their experience, strength and hope.
- C. Maintains an updated listing of all appropriate facilities within the region and records which ones are served by which area subcommittees and the type of services being performed.
- D. Conducts and coordinates projects that carry a message into facilities that cannot be served by an area subcommittee.
- E. Conducts workshops to address and / or work on problems the member areas are experiencing or to discuss new methods of H&I work.
- F. Maintains communication with the WSC H&I so that member areas may be informed of its activities. Communication flows both ways between the area and world level through the regional subcommittee.
- G. Performs any other activities that benefit the H&I efforts in the Georgia Region.

Membership / Elections

- A. The subcommittee shall consist of administrative officers (chairperson, vice chairperson and secretary), all area level H&I chairperson and / or the H & I vice chairs, and all involved members interested in H&I work.
- B. The only officer elected by the general session of the region is the chairperson.
- C. The vice chairperson will be elected in subcommittee and will assume the position of the chairperson only by election of the general session of the region at the appropriate time.
- D. The Secretary will be elected in subcommittee.
- E. The vice chairperson of the RSC is requested to be a member of this subcommittee.
- F. Officers will be removed after 2 consecutive absence.
- G. Voluntary and involuntary absence descriptions will follow the RSC policy.

Voting

- A. Voting members of the regional H&I subcommittee shall be the Area H&I subcommittee chairperson or the designated representative.
- B. Designated representative can be: Area H&I vice chairperson, RCM or RCMA, the Area vice chairperson or chairperson or an appointed member of the H & I subcommittee for that area.
- C. Each area has one vote.
- D. The RSC H&I vice chairperson and the RSC H&I secretary each have one vote.
- E. The RSC H&I chairperson only has a vote in case of a tie.

Qualifications and Responsibilities of Officers

A. Chairperson- Term is 2 Years

1. Is elected by the group conscience of the RSC, as per its guidelines.
2. Mediates all meetings of the subcommittee with a general understanding of parliamentary procedure.
3. Prepares a report for each RSC meeting and makes all topics on behalf of and is the voice of the H&I subcommittee
4. Coordinates and is responsible for all work done by the subcommittee.
5. Is available to answer questions from the area H&I subcommittees.
6. Maintains communication with the WSC H&I committee
7. Prepares a budget with the subcommittee to be submitted for the approval of the RSC for the upcoming year.
8. If necessary, may be removed by the RSC, as outlined in its guidelines.

B. Vice Chairperson- Term is 2 years

1. Is elected by the H&I subcommittee.
2. Must have abstained from all drugs for at least two years.
3. Must have at least one year experience in regional H&I work and a working knowledge of the twelve steps and twelve traditions through application.
4. Must attend all meetings of the subcommittee as well as the RSC.
5. Works with the chairperson to ensure the smooth operation of the H&I subcommittee.
6. Performs the duties of the chairperson in their absence.
7. If necessary, may be removed by a 2/3 vote of the subcommittee.

C. Secretary- Term is 2 years

1. Is elected by the H&I subcommittee.
2. Must have abstained from all drugs for at least one year.
3. Must have at least six months experience in regional H&I work and a working knowledge of the twelve steps and twelve traditions through application.
4. Must have a certain amount of clerical skills.
5. Must keep an accurate set of minutes of all H&I subcommittee meetings and learning sessions (topics discussed). They should be ready for distribution to all Area H & I Chairs within 45 days from Regional meeting.
6. Works with the chairperson to ensure the smooth operation of the H&I subcommittee.
7. If necessary, may be removed by a 2/3 vote of the subcommittee.

Budget

- A. The budget for the operational costs of the RSC H&I Subcommittee will be submitted by the H&I chairperson per the RSC guidelines.
- B. Contributions obtained at Learning Day may be used for the immediate costs of that event / activity. (coffee, rent, etc...)
- C. Fund raisers with H&I themes may be conducted by the subcommittee, but all the net funds must be given directly and unconditionally to the RSC treasury.

Regional H & I Meeting Agenda

1. Opening Prayer
 2. Read Twelve Traditions
 3. Read basic purpose and function of the RSC H&I Subcommittee
 4. Area Subcommittee Roll Call
 - Central Savannah River Area**
 - Chattahoochee Flint River Area**
 - Coastal Area**
 - Extreme Northern Area**
 - East End Area**
 - Marietta Area**
 - Midtown Area**
 - North Atlanta Area**
 - North East Georgia Area**
 - Piedmont Area**
 - Savannah Low Country Area**
 - South Atlanta Area**
 - South Georgia Area**
 - West End Area**
 5. Call for any new Area's that would like to be recognized
 6. Secretary Report (last meeting's minutes)
 7. Call for additions or corrections to the secretaries report – motion to approve the minutes.
 8. Administrative committee report
 - A. Chairperson
 - B. Vice Chairperson
 9. Area H & I Subcommittee Reports
 10. Adhoc Updates
 11. Budget Expenditures – given by Chairperson
 12. Old Business
 13. New Business / Elections
 14. Review of upcoming activities
 15. Announcements / Open Forum / Mail Distribution
- Closing Prayer