



Sample Peer Group Policies and Procedures

This sample has been put together as a compilation of policies and procedures adopted by ABC peer groups.

I. Goal/Commitment of Peer Group

- To exchange ideas and best practices and engage in business-related discussion to improve each member's business.
- Each member commits to share our personal and business lives in an atmosphere of trust and confidentiality.

II. Confidentiality Agreement

- To be executed as a gentleman's agreement at the first peer group meeting. The group will review a copy of a sample written agreement (see ABC sample agreement), and discuss verbally what the confidentiality agreement will include.
- What is said in the meeting, stays in the meeting.

III. Meeting Format

- **How long?**
Two-day meeting on a Thursday to Friday or Friday to Saturday format.
- **How often?**
Every 6 months, or to schedule 2 times per year.
- **Where?**
For first series of meetings, the location will be rotated to each company's home city. After visiting each member's home city, additional future locations will be discussed - including possibly in conjunction with ABC National meetings, or vacation destinations.
- **Host or facilitator?**
No outside facilitator will be used, unless brought in to talk on a particular topic. Peer group member who is acting as host of meeting will help with organizing meeting logistics. Each agenda item will be assigned to a different peer group member to gather information on, present on, and facilitate that section of the meeting.

Host responsibilities (to be rotated each meeting):

- Communicates travel information, recommends hotel.
- Sets up meeting logistics (meeting space).
- Prepares complete timeline/agenda for meeting and social activities.

- Agenda is put together by host, but with INPUT from remainder of group. Host always has privilege of selecting one topic – “hosts choice.”
- Arranges social activities for group (dinner, one outside activity such as sightseeing)
- Assigns a group member to each topic on the agenda.
 - The group member assigned to a particular agenda item is responsible for presenting on and facilitating discussion on that topic. The group member in charge of a particular topic may ask other group members to forward relevant information from their company to him/her in advance so as to bring copies for all.

- **Meeting costs?**
Each group member will cover their own transportation and lodging costs. The host of the meeting will cover all other meeting-related expenses for the duration of the meeting. At the end of the meeting the host will divide the total costs evenly amongst the group members.

- **Business only or social activities?**
Social activities will be included in meeting plans. Group agreed that spouses would be invited if they wanted to attend, but would not be required

IV. Membership

- **Who can attend meetings?**
An equal partner of peer group member is welcome to attend if he/she plans to attend meetings on a consistent basis. Any additional personnel will be invited on a case-by-case basis depending on meeting topic.

- **Size of Group?**
The group discussed that it was comfortable with a group size of seven to eight members.

- **New Members?**
All group members will review potential new members. Any member has the right to veto a potential new member.

- **Attendance?**
100% attendance is the expectation. If a member must miss a meeting, it is required of the member to notify the group in advance of the meeting. If any group member misses two meetings in a row, the group will discuss that members continued participation.

- **Leaving the Peer Group**
Grounds are repeated non-attendance and breach of confidentiality.