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## Peer Group Expectations:

### Attendance

You are expected to **attend a minimum of 9** of 12 of your group's calls. Discussions are based on maximum participation. **If you are not able to attend you should notify** the CPF Director of Compliance or Director of Education prior to the start of the call. Director of Compliance: [thaley@insidearm.com](mailto:thaley@insidearm.com) Director of Education: [mbevel@insidearm.com](mailto:mbevel@insidearm.com)

### Participation

Please participate in all discussions and **complete any assignments given** in the time allotted. **Members will check their CPF site** for questions posed to the group by other members once per week.

### Confidentiality

These groups are a safe and confidential space to discuss critical compliance issues. The goal is to strengthen the industry as a whole. While general best practices will be developed and shared with the group, specifics from each of your agencies are not required and are not to leave the group itself.

**Please be respectful of all members.** Members are at different stages of compliance development and knowledge. Each member wants the chance to be heard and get the perspective of their peers. All feedback or advice should be delivered with courtesy and professionalism.

## Facilitator Expectations:

*What you can expect from us:*

- **Times.** Meetings will be held monthly at the agreed on times unless a minimum of 2 business days' notice is given. Meetings will begin and end on time.
- **Cancellations.** Any meetings cancelled will be rescheduled.
- **Agenda.** Meeting will proceed according to the agenda unless agreed on by a majority of the group.
- **Facilitation.** CPF will facilitate calls and provide updates on all topics.
- **Emails.** All emails to the CPF staff will be answered promptly. We will always attempt to answer the same day but delays are sometimes unavoidable when traveling or in meetings.
- **Group Questions.** CPF administrators will monitor group questions and will remind members with regular check-ins.