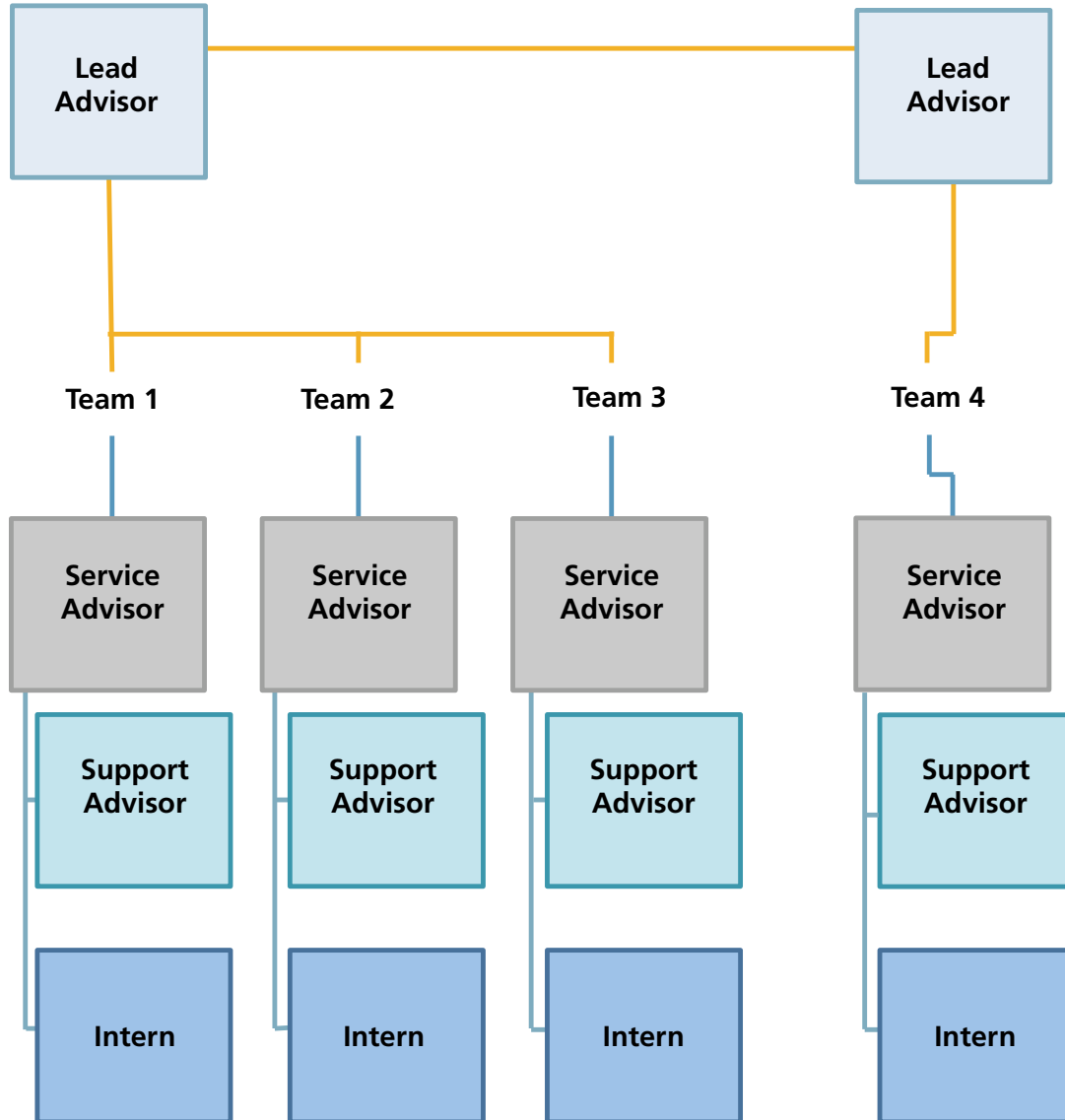


Advisory Team Model

Advisory Team Model Blueprint

Signator®

Exhibit A





Advisory Team Model

Support Advisor

Signator®

This position provides technical support for the Lead and/or Service Advisors. The Support Advisor is involved in data gathering, case design, plan development, review preparation, insurance illustrations, research, reporting, and presentation development. This role may assist with new account set-up, portfolio administration and insurance underwriting.

Responsibilities

Debrief with Lead and/or Service Advisors following client appointments

Enter data in planning software—Profiles

Develop plan documents

Prepare insurance illustrations

Prepare and process new account paperwork and insurance applications

Follow up on asset transfers and underwriting requirements

Prepare investment & protection policy reviews

Execute trades under direction of Lead or Service Advisor

Establish and maintain dollar cost averaging instructions

Establish margin capability

Set up EFT & check writing capability

Coordinate wires

Perform investment research and analysis

Obtain and input cost basis

Gather outside client statements for review

Set up online portals for clients

Monitor investment performance; asset allocation

Track bond maturity dates

Re-balance accounts under direction of Lead or Service Advisor

Supervise intern

Participate in daily huddle with Service Advisor

Maintain compliant files

Maintain and update Smart Office

Participate in weekly team meeting

Prepare monthly metrics report

METRICS

Plans developed

Reviews prepared

Service requests handled