Leadership Excellence

Exercise 6: 4 rooms roles and responsibilities

Please place a check mark in the boxes below that best represent your team member's core responsibilities.

	Team member 1 ________	Team member 2 ________	Team member 3 ________	Team member 4 ________	Team member 5 ________	Team member 6 ________
New Business Development Room						
Rainmaker						
Seminar Manager and Coordinator						
Seminar Speaker						
Strategic Alliance Manager and Liaison						
Social Media/Communications Lead						
Referral Reciprocity Monitor and Manager						
Wealth Management Room						
Sophisticated Planning Specialist						
Separately Managed Account Specialist						
Portfolio Manager/Analyst						
Fixed Income Manager						
Mutual Fund and Exchange-Traded Funds (ETF) Manager						
Certified Financial Planner (CFP) review, present, orchestrate implementation						
Organize supporting documents, input critical data and summarize highlights for the CFP						
Risk Manager/Insurance Specialist						
Estate and Wealth Transfer Specialist						
Corporate services and executive benefits						
Banking services (personal and business financing)						
Asset Protection Specialist						
Trading and operations						
Client Onboarding/Wealth Management Checklist Coordinator						
Client Service Room						
Client Service Coordinator						
Client Education and Recognition Coordinator						
Run the team CRM system (input notes, coordinate schedules and acknowledge important client events and milestones)						
Organize, schedule and manage client reviews						
Practice Management Room						
Integrated Technology Specialist						
Business planning, tracking and monitoring						
Chief of Staff/Chief Operations Officer						
Practice/team leadership						
Compliance and Licensing Coordinator						
Team member professional development						

CRM = client relationship management system