We are looking to hire a motivated and dynamic individual for the position outlined in this document. If you are interested in applying for this position please send a cover letter and resume to:

Leslie T. White
Director of Administration

Email: lwhite@whitehousellc.com **Fax: (734) 433-1671**

Regular Mail: 114 South Main Street, Suite 300, Chelsea, MI 48118

For more information on our firm please visit our web site at: www.whitehousellc.com

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Non-Managerial Position Contract for: Financial Consulting Practice

Position Title: Financial Consulting Practice Consultant

Manager's Position: Financial Consulting Practice Senior Consultant

Result Statement

This position is accountable for producing the following result:

To assist Senior Consultants of the Financial Consulting Practice to retain long-term, quality clients for the company through the development and implementation of service and delivery systems that provide our client's an easier and less stressful life through the achievement of their financial goals and fulfill the company's financial and strategic objectives.

Tactical Work Listing

1.) To perform all tasks delegated by the Consultant's manager in a timely and optimal fashion consistent with the Practice and Company's high quality standards.

2.) To prepare basic client portfolio reviews and financial plans based on direction from Senior Consultants and for Senior Consultant and Director of the Financial Consulting Practice review.

3.) To participate in the Portfolio Performance Reporting and Management Team meetings.

4.) To perform basic client service requests including but not limited to the following:

A.) change of address
B.) ordering of new checks
C.) opening of new accounts

Tactical Work Listing

D.) completing client account forms
E.) providing clients with basic information on their accounts

5.) To perform client account securities trades supervised by Senior Consultants to which you report.

6.) To exhibit a high level of competence in the following software systems:

A.) Client Source
B.) Microsoft Word, Excel & Powerpoint
D.) Fidelity Advisor Workstation
E.) Money Guide Pro
F.) Morningstar
G.) Morningstar CAM

7.) To participate in seminars and marketing activities.

8.) To follow and provide constructive suggestions for improving the Company's systems and to document and implement these suggestions when approved.

9.) To perform research activities as delegated by your manager.

10.) To help prepare marketing materials and presentations.

11.) To assist with client and prospect meetings.

12.) To work to develop new business development relationships

13.) To provide backup phone coverage when needed.

14.) To provide your manager with timely and accurate reports which show the status of the projects you are working on and the achievement of your goals.

15.) To provide management a list of your annual, quarterly, weekly and daily work goals every day.

16.) To assist other departments (e.g., Divorce Settlement Consulting, Settlement Consulting, Marketing, Finance, Operations, etc.) as needed.

17.) To continuously work to increase your level of education and skill levels pertaining to our business.

18.) To keep Recommended Securities reports current each quarter.

19.) To bring new ideas in the way we do things to the Firm.

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Standards
Position Specific 1.) To complete at least 3 client portfolio reviews or financial plans per week. 2.) To provide management a list of your annual, quarterly, weekly and daily work goals every day. 3.) To participate in weekly Team and Portfolio Performance Reporting and Management status and strategy meetings. 4.) To work to create new, modify exiting and optimize existing firm written systems upon approval by management. 5.) To update firm fund performance report quarterly.

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Standards
Companywide 1. All work will be performed in accordance with all government laws, regulations, ordinances, and court rulings in those jurisdictions in which the company operates. 2. All work will be documented in the firm's systems and manuals. The information included in the firm's systems and manuals is proprietary. 3. All work will be performed according to company policies and standards inherent in all position contracts, system action plans, employee manuals, ongoing policy memoranda, and facilities and dress codes. 4. Client and company information will be held as strictly confidential outside the company. 5. All telephone calls and emails, both internal and external, will be returned within one business day and within two hours whenever possible. 6. Manager will be notified in an exception report of any issues to be resolved or deadlines that cannot be met by reporting person, prior to the due date. 7. All innovation will be quantified, tested, and improved, then documented for routine implementation (i.e. well orchestrated once proven). 8. Problems with any system must be brought to the attention of manager in an exception report so the system can be improved, within the structure of the operations manual. 9. All policy memoranda indicating changes in policy and/or procedure will be stored in each employee's operations manual, until the time an updated procedure is provided. 10. Employees will provide staff assistance as requested; each employee may be asked from time to time to cover other areas of accountability and/or departments. 11. All business communications, whether verbal, visual, or written, whether for internal or external use, will be professional in tone and content and in accordance with applicable and existing company policies and standards. 12. Employees will respect each other's time, space and need for concentration. Socializing and interruptions must not impede workflow. 13. Employees will have weekly, regularly-scheduled meetings with their manager. 14. Employees are encouraged to recommend ideas for the improvement of their department and position that are consistent with the company's Strategic Objective.