

## **ALARIS EQUITY PARTNERS INCOME TRUST**

### **BOARD CHAIR POSITION DESCRIPTION**

In addition to the responsibilities and specific duties set out in the Board Mandate, the Individual Director Mandate and any other applicable Mandate or Position Description, the Chair (**Board Chair**) of the board of Trustees (**Board**) of Alaris Equity Partners Income Trust (**Trust**) has the responsibilities and specific duties described below.

#### **APPOINTMENT**

The Board Chair will be a duly elected or appointed member of the Board and be appointed as the Board Chair by the Board each year. The Board Chair will have appropriate competencies and skills as determined by the Board. The Board Chair is invited to attend meetings of Board Committees of which he or she is not a member, except for, as appropriate, in camera sessions.

#### **RESPONSIBILITY**

The Board Chair provides effective leadership to the Board in the governance of the Trust. The Board Chair sets the "tone" for the Board and its members to foster ethical and responsible decision making, appropriate oversight of management and responsible practices in corporate governance.

#### **SPECIFIC DUTIES**

The Board Chair will:

##### **Governance**

1. Serve as the "hub" of governance activity, overseeing all aspects of Board direction and administration, ensuring that the Board works as a cohesive team and builds a healthy governance culture.
2. With the Board, as set out in its Mandate, be accountable for the Trust's overall approach to governance issues.

##### **Corporate Social Responsibility**

3. Provide leadership to the Board, the Board Committees, individual Trustees and management in support of the Trust's commitment to corporate social responsibility.
4. Foster ethical and responsible decision-making by the Board, the Board Committees and individual Trustees.

##### **Leadership**

5. Provide overall leadership to enhance the effectiveness of the Board.
6. Provide the Board, the Board Committees and individual Trustees with leadership to assist them to effectively carry out their duties and responsibilities.
7. Provide advice, counsel and mentorship to the Chief Executive Officer, Committee Chairs and fellow Trustees.

8. Seek to ensure that the responsibilities of the Board, Board Committees and individual Trustees, as set out in the Mandates, are well understood by the Board and individual Trustees and are executed as effectively as possible.

### **Board Meetings**

9. Ensure that the Board meets at least four times annually and as many additional times as necessary to carry out its duties effectively.
10. Ensure that all business required to come before the Board is brought to a meeting in a timely manner.
11. With Committee Chairs, other Trustees, the Secretary, members of management and outside advisors, as appropriate, establish the agenda for each Board meeting, including the annual Strategy Review.
12. Assist the Committees and Committee Chairs to bring important issues forward to the Board for consideration and resolution.
13. Ensure that all business set out in the agendas of Board meetings is discussed and brought to resolution, as required.
14. Ensure sufficient time during Board meetings to fully discuss agenda items.
15. Encourage Trustees to ask questions and express viewpoints during meetings.
16. Deal with dissent and work constructively towards arriving at decisions and achieving consensus.
17. Ensure that the Board meets in separate, regularly scheduled: (i) non-management; and (ii) independent Director only in camera sessions.
18. Ensure that the Board meets in separate, non-management and/or independent Director only, closed sessions with internal personnel or outside advisors, as needed or appropriate.

### **Shareholder Meetings**

19. Ensure that the shareholders of the Trust meet at least once annually and as many additional times as required by law.
20. Ensure that all business set out in the agenda of each shareholder meeting of the Trust is discussed and brought to resolution, as required.
21. Except as otherwise authorized by the Trust's constating documents, chair all annual general meetings and special meetings of shareholders of the Trust.

### **Board/Management Relationships**

22. Ensure that the boundaries between Board and management responsibilities are clearly understood and respected and that relationships between the Board and management are conducted in a professional and constructive manner.

- 23. Facilitate effective communication between Trustees and management, both inside and outside of Board meetings.
- 24. With the Governance (**Governance Committee**) and/or the Audit Committee and the Board, respond to potential conflict of interest situations.

**Director Recruitment and Retention**

- 25. With the Governance Committee, actively participate in the recruitment and retention of Trustees.

**Evaluation**

- 26. With the Chair of the Governance Committee, actively participate in and oversee the administration of the annual evaluation of performance and effectiveness of the Board, Board Committees, all individual Trustees and Committee Chairs, other than that of the Board Chair.
- 27. Provide advice, counsel and mentorship to individual Trustees, to assist them to improve performance or, when appropriate, to transition them from the Board.
- 28. Ensure that an annual performance evaluation of the Board Chair is conducted, soliciting input from all Trustees and appropriate members of management.

**Orientation/Education**

- 29. Support the orientation of new Trustees.
- 30. Support the continuing education of Trustees.

**Other**

- 31. Carry out any other appropriate duties and responsibilities assigned by the Board.
- 32. To honour the spirit and intent of applicable law as it evolves, authority to make minor technical amendments to this Position Description is delegated to the Secretary, who will report any amendments to the Governance Committee at its next meeting.
- 33. Once or more annually, as the Governance Committee decides, this Position Description will be evaluated and updates recommended to the Board for consideration.

**Approved:** March 9, 2021

On Behalf of the Board:

  
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John Ripley  
Chairman