



CANADA FONDS DES MÉDIAS
MEDIA FUND DU CANADA

Committee Chair Position Description

Effective Date:	September 30, 2010
Approved by:	Board of Directors
2 year cycle	
Last Review:	January 18, 2024
Next Review:	January 2026
Governed by:	By-Laws, Code of Business Conduct, HR-Governance Committee & Audit Charters

POLICY

The chair of any CMF Committee of the Board is to be responsible for the management and effective performance of the Committee and to provide leadership to the Committee in fulfilling its charter obligations and any other matters delegated to it by the Board

SCOPE

This description applies to the person in the position or acting in the position of a Committee Chair.

DUTIES AND RESPONSIBILITIES

The chair of any Committee of the Board of Directors will:

1. Chair Committee the meetings and ensure that the committee is properly organized and functions effectively;
2. Provide leadership to enhance Governance and foster ethical and responsible decision-making, conducted in a manner that allows the Committee to act independently;
3. Take all reasonable steps to ensure that the responsibilities of the Committee are well understood and that the boundaries between the Committee and Management's responsibilities are clearly understood and respected;
4. Facilitate effective communication between the Committee and Management, both inside and outside of Committee meetings;
5. Work with the President and CEO and the Corporate Secretary to establish the frequency and agenda for meetings;
6. Ensure that all items requiring Committee approval are appropriately tabled and brought to resolution;
7. In consultation with the Committee, retain, oversee and terminate independent advisers as needed to assist the Committee and its members to fulfill their responsibilities and ensure appropriate resources are made available;
8. Report to the Board with respect to the activities of the Committee and make recommendations to the Board as necessary in matters falling within the Committee's oversight;
9. Lead the committee in annually reviewing and assessing the adequacy of its charter and the Committee's effectiveness in fulfilling its mandate;



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10. Ensure appropriate orientation and education is provided to members to achieve an effective Committee
11. Represent the Committee in any meetings with, or reports to, Members and/or other stakeholders.