



SUN LIFE FINANCIAL INC. AND SUN LIFE ASSURANCE COMPANY OF CANADA  
("TOGETHER, SUN LIFE")

## POSITION DESCRIPTION FOR COMMITTEE CHAIRS

### **General**

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The Chair of a Board of Directors (the "Board") committee is responsible for providing leadership to enhance effective and independent functioning of the committee in order that the committee may fulfil its duties and responsibilities as outlined in its committee Charter. Committee Chairs are appointed annually. Generally, a director will serve as a committee Chair for five years.

### **Duties and Responsibilities**

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The principal duties and responsibilities of each Committee Chair include:

1. In conjunction with the Chair of the Board and, when appropriate, other committee Chairs, members of management and advisors, reviewing and approving the agenda for each meeting of the committee.
2. In conjunction with the Corporate Secretary, setting the committee agenda, chairing committee meetings, ensuring that there is adequate time at committee meetings for discussion of relevant issues and for the committee members to meet privately. In the event the Chair is absent from a committee meeting, the Chair of the Board shall designate another member of that committee to act as Chair of the applicable meeting of such committee.
3. Reporting to the Board on the committee's activities following each meeting and presenting recommendations to the Board on matters that require Board approval.
4. In conjunction with the Management Resources Committee, providing recommendations to the Board on the appointment, reassignment, replacement or dismissal of Executive Team and Control Function leaders who report to the committee, and annually providing input on the performance assessment and compensation awarded to those individuals.
5. Leading an annual review of the adequacy of the committee Charter.
6. Leading an annual evaluation of the effectiveness of the committee.