



POSITION DESCRIPTION

CHIEF EXECUTIVE OFFICER

As of November 2, 2020

1. **General**

A. Purpose

This position description describes the appointment, role and responsibilities of the Chief Executive Officer (the “**CEO**”) of Northview Fund (the “**Fund**”).

B. Declaration of Trust and Applicable Legislation

This position description is subject to and shall be interpreted in a manner consistent with the Fund’s declaration of trust and any applicable legislation, all as may be amended or amended and restated from time to time.

2. **Office**

In accordance with the Declaration of Trust, the CEO will be nominated by the Fund’s asset manager, subject to the approval of the Board of Trustees (the “**Board**”) of the Fund. The CEO is directly responsible to the Board for all activities of the Fund.

3. **Responsibilities**

The CEO is responsible for leading the Fund by providing strategic direction that includes responsibility for plans, strategies, budgets, internal controls and risk management. The CEO is the primary liaison with the Board and is responsible for making recommendations to the Board and for following their direction. The CEO’s key responsibilities involve:

- (a) developing and recommending to the Board a long-term strategy and vision for the Fund that is consistent with creating unitholder value;
- (b) developing and recommending to the Board annual business plans and budgets that support the Fund’s long-term strategy;
- (c) providing leadership and vision, maintaining a high level of employee morale and motivation, with a view to ensuring the implementation of the Fund’s strategy;
- (d) developing and motivating executive officers, and providing overall management to ensure the effectiveness of the leadership team;
- (e) consistently striving to achieve the Fund’s financial and operating goals and objectives;

- (f) ensuring that succession plans are in place for the Fund (which also reflects consideration of the Fund's Diversity Policy, if any);
- (g) providing advice to the Chair of the Board concerning the preparation of the agenda for each meeting of the Board;
- (h) together with the Chair of the Board and Lead Trustee, ensuring that timely and relevant information is provided to the Board as required for the proper performance of their duties;
- (i) together with the Chair of the Board and Lead Trustee, ensuring that the Board is provided with the resources to permit it to carry out its responsibilities and bring to the attention of senior management any issues that are preventing the Board from being able to carry out its responsibilities;
- (j) leading the implementation of the Board's resolutions and policies;
- (k) together with the Fund's Chief Financial Officer, establishing, maintaining, and supervising the design of appropriate disclosure controls and procedures and internal control over financial reporting;
- (l) serving as the Fund's chief spokesperson (including communicating with securityholders and regulators), subject to the direction of the Board;
- (m) fostering and maintaining a positive image and reputation of the Fund, including a corporate culture that promotes integrity and ethical values throughout the organization; and
- (n) ensuring compliance by the Fund and its personnel with all applicable laws, rules and regulations, as well as the declaration of trust governing the Fund, the Fund's Code of Conduct, and any other policies of the Board in effect from time to time.

This position description will be reviewed periodically by the Governance and Nominating Committee, with any amendments to be effective upon approval by the Board.

Reviewed and updated effective November 12, 2021