

## ALTUS GROUP LIMITED

## POSITION DESCRIPTION – CHIEF EXECUTIVE OFFICER

<b>Management Owner</b>	Chief People Officer
<b>Recommending Body</b>	Human Resources and Compensation Committee
<b>Approving Body</b>	Board of Directors
<b>Date of Approval</b>	[May 1, 2024]

This position description describes the appointment, role, and responsibilities of the Chief Executive Officer (“**CEO**”) of Altus Group Limited (the “**Corporation**”). It should be read together with the Corporation’s Corporate Governance Guidelines.

The Board of Directors (the “**Board**”) shall appoint the CEO on terms and conditions it considers appropriate, upon the recommendation of the Human Resources and Compensation Committee. The CEO shall report to the Board on a regular, periodic basis and otherwise as the Board may request.

**Primary Objectives of the CEO**

The primary objectives of the CEO are to:

- Provide strategic leadership and vision for the organization.
- Establish, implement, and oversee the strategic direction, operating plans, and priorities, together with senior management and the Board.
- Advance the interests of the Corporation, to ensure the ongoing viability, growth, and development of the organization.
- Encourage and promote a culture of entrepreneurial, innovative, and ethical decision-making and business conduct.
- Implement efficient and effective management of the organization and motivate, lead, and mentor a high-performance senior management team.

## **Specific Responsibilities**

### **General**

- Ensure that Board policies and practices and corporate by-laws are effectively and efficiently implemented and that the operation of the Corporation is executed within the parameters of relevant federal and provincial legislation and regulation.
- Foster a corporate culture and values that reflect and are compatible with the established mission and values of the organization.
- Promote the Corporation and develop key partnerships with industry, affiliated organizations, government, and the community at large.

### **Strategic Planning**

- Provide leadership in the development and implementation of the organization's mission statement, vision, and goals and the corresponding strategies, plans, and budgets to achieve them.
- Act as primary liaison to the Board in the establishment of strategic directions and priorities and the development and implementation of objectives, policies, and operating plans.
- Lead and manage the Corporation's merger and acquisition activities and corporate finance activities.
- Establish and oversee the implementation and maintenance of appropriate succession planning procedures with respect to senior management and the future leadership of the Corporation.

### **Operations**

- Develop and maintain an effective staff organization that delivers services, programs, and information beneficial to existing and prospective clients.
- Ensure the development of priority plans, performance measurements, management controls, and critical success factors.
- Review, approve, and ensure all the Corporation operating policies are understood and consistently applied by all employees.
- Establish accountability measures, monitor performance against targets, and take corrective action as required.
- Review and analyze and, together with the Board, as applicable, authorize major corporate finance decisions and annual budgets and operating plans.

### **Corporation Ambassador / Public Relations**

- Act as the formal spokesperson for the Corporation.
- Serve as an ambassador for the Corporation to relevant organizations in Canada and internationally.
- Promote collaboration with and among the Corporation offices and committees.

## **Information Flow to the Board of Directors**

The CEO will arrange for the delivery of information to directors on a timely basis to keep the directors full apprised of all matters that are material to the Board.

The CEO will ensure that information requested by any director is provided and meets the needs of that director.