

**K-BRO LINEN INC.**

***POSITION DESCRIPTION  
CHAIR OF THE BOARD***

**The following position description was adopted by the Board of Directors of K-Bro Linen Inc. effective as of January 1, 2011.**

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**1. General**

**A. Purpose**

This position description describes the appointment, role and responsibilities of the Chair (the “**Chair**”) of the board of directors (the “**Board**”) of K-Bro Linen Inc. (the “**Corporation**”).

**B. Governing Statute and Articles**

This position description is subject to and shall be interpreted in a manner consistent with applicable legislation, all as may be amended from time to time.

A “**Director**” means any member of the Board.

**2. Office**

The Board shall appoint the Chair at the first meeting of the Board following the annual meeting of shareholders each year, to continue in office until the next such meeting. If the Board does not appoint a Chair, the Director who is then serving as Chair shall continue as a Chair until his or her successor is appointed.

**3. Responsibilities**

**A. Board Leadership**

The Chair will provide leadership to the Directors in discharging their mandate as set out in the mandate of the Board, including by:

- (a) leading, managing and organizing the Board consistent with the approach to corporate governance adopted by the Board from time to time;
- (b) promoting cohesiveness among the Directors; and
- (c) being satisfied that the responsibilities of the Board and its committees are well understood by the Directors.

**B. Relationship with Management**

The Chair shall provide advice, counsel and mentorship to the Corporation’s management team, including its Chief Executive Officer and Chief Financial Officer.

### **C. Information Flow**

The Chair shall promote the provision of information to the Directors on a timely basis to keep the Directors apprised of matters which are material to Directors.

The Chair shall be satisfied that the information requested by any Director is provided as appropriate and meets the needs of that Director.

### **D. Meetings of the Board**

In connection with meetings of the Board, the Chair shall be responsible for the following:

- (a) scheduling meetings of the Board;
- (b) setting the agenda for meetings of the Board;
- (c) presiding over meetings (excluding *in camera* meetings) of the Board;
- (d) co-ordinating with the chairs of the committees of the Board to schedule committee meetings;
- (e) ensuring that all business required to come before the Board is brought before the Board such that the Board is able to carry out its duties to supervise the management of the business and affairs of the Corporation;
- (f) monitoring the adequacy of materials provided to the Board by management in connection with the Directors' deliberations;
- (g) ensuring that the Directors have sufficient time to review the materials provided to them and to adequately discuss the business that comes before the Board; and
- (h) encouraging free and open discussion at meetings of the Board.

### **E. Meetings of Shareholders**

The Chair shall, if available, preside over meetings of the Corporation's shareholders.

### **F. Position Description Review**

The Chair shall review and assess the adequacy of this description as required from time to time and recommend to the Board any changes he or she deems appropriate.

### **G. Other Responsibilities**

The Chair shall perform such other functions:

- (a) as may be ancillary to the duties and responsibilities described above; and
- (b) as may be delegated to the Chair by the Board from time to time.