

Transcat, Inc.
Board of Directors
Executive Committee Charter

Authority and Purpose

The Board of Directors (the “Board”) of Transcat, Inc. (the “Company”), has established the Executive Committee (the “Committee”) to act on behalf of the Board between regularly scheduled Board meetings. Subject to the limitations imposed by applicable law, the Board, the Company’s Articles of Incorporation, as amended, and the Company’s Code of Regulations, the Committee shall possess and may exercise during the intervals between the meetings of the Board, all of the powers of the Board in the management of the business, affairs and property of the Company.

Composition

The Committee members shall be appointed, and may be removed, with or without cause, at any time, by the Board. The Committee shall consist of no fewer than three directors. All members of the Committee shall meet the independence standards as specified in the rules of the Securities and Exchange Commission and the Nasdaq listing standards with the exception of the Chief Executive Officer. The Chair of the Executive Committee shall be the Chairman of the Board and the Committee may choose a Secretary.

Meetings

Meetings of the Committee may be called by the Chair of the Committee and shall be called by the Chair at the request of any member of the Committee, or such meetings may be called by any member if there shall be no Chair. Notice of each meeting of the Committee shall be sent to each member of the Committee by mail at least two (2) days before the day on which the meeting is to be held, or shall be given personally or by any other means of communication (e.g. electronic mail, facsimile or other transmission) no later than one (1) day before the day on which the meeting is to be held. Notice of any meeting may be waived before or after the meeting.

Quorum and Action

A majority of the Committee shall constitute a quorum for the transaction of business, and the act of a majority of those present at the meeting at which a quorum is present shall be the act of the Committee.

Duties and Responsibilities

Subject to limitations imposed by applicable legal or regulatory requirements, the Committee shall be delegated all of the authority of the Board between meetings of the Board, other than (i) the filling of vacancies on the Board, and (ii) those matters that are specifically delegated to other committees of the Board or that are under active review by the Board or a Board committee, unless the Board specifically determines otherwise. The Committee may also be delegated specific actions and authority from time to time by the Board.

Records and Reports

The Committee shall keep a record of its acts and proceedings and regularly report the same to the Board.

Advice From Third Party Advisers

The Committee shall have the resources and authority that are necessary and appropriate to discharge its responsibilities, including the authority to retain counsel and other experts or consultants. The Committee shall have the sole authority to approve the fees with respect to such advisers.

Evaluation

The Committee shall periodically review its performance and report the evaluation results to the Board.

The Committee shall review and update this Charter periodically, at least annually, and recommend any proposed changes to the Board for approval.

Approved July 24, 2018