



› North Carolina Triangle

Advancing women
Advancing transportation

BOARD of DIRECTORS and OFFICERS

NOMINATION APPLICATION

2026-2027 TERM

The following are the duties and expectations of the position of Treasurer.

Treasurer

- Guide Board through annual budget process.
- Maintain records of all expenditures and revenue.
- Manage accounts.
- Report to Board monthly on financial status.
- Track investments and make recommendations to Board.
- Review, track, and verify national Foundation account.
- Submit tax form (990) to WTS International by requested date.
- Become familiar with contents of Chapter Treasurers' Training videos provided by WTS International, and the rules of WTS Foundation surrounding use of funds, fundraising, and awarding scholarship.
- Pay Chapter Bills (including writing checks for Chapter sponsored activities, reimbursing Board members and Committee Chairs for Chapter related expenses, etc.)
- Submit the Chapter's Annual Financial Report to the WTS National Treasurer, the Chapter Vice President, and Chapter President (January of the following year).
- Follow-up with WTS International regarding the payment to the North Carolina Chapter for the Chapter portion of membership dues.
- Attend Chapter Board of Directors and Executive Meetings; prepare monthly report and provide to Chapter Vice President one week prior to board meeting.
- Prepare and annual report of Committee activities for inclusion in the annual report. Provide to the Chapter Vice President by the first week in January of the following year.