

WHAT ARE THE KEY ROLES IN WWCLT



Key Roles and Responsibilities in WWCLT

WWCLT is a **community-led organisation** that relies on different roles to ensure it runs smoothly and fairly. Many organisations let their Directors make most decisions. WWCLT does things differently. We've chosen to list major decisions in the constitution that must be made at **General Meetings - so members have a real say**. Below is a summary of the key roles and their responsibilities.

Members

WWCLT is made up of members. There are two membership types: General Members and Resident Members.

General and Resident Members

- **General Members** – Support the CLT's mission, follow the rules set out in the constitution, and can nominate and vote for General Member Directors.
- **Resident Members** – Live in WWCLT housing, follow the rules set out in the constitution and Deed of Agreement, and can nominate and vote for Resident Member Directors.

All members help shape the CLT's direction by participating in meetings and decisions.

Board of Directors

The **Board of Directors** oversees the WWCLT and ensures it operates in line with its purpose and meets all its legal obligations. The rules for Directors are set in the **Corporations Act** and overseen by government bodies, including ASIC and ACNC. Additional duties can be included in a company's constitution.

Directors must:

- Act with care, diligence, and good faith.
- Promote the company's objectives and ensure responsible financial management.
- Avoid misuse of their position or information, disclose conflicts of interest, and prevent insolvency.

The Board follows a **tripartite structure**, meaning it has equal representation from:

- **General Member Directors** – Nominated by general members.
- **Resident Member Directors** – Nominated by resident members.
- **Nominated Directors** – Experts in areas like law, finance, or planning, nominated by both a general and resident member.

To find out more or connect with Waterfall Way CLT Ltd



WHAT ARE THE KEY ROLES IN WWCLT

SUMMARY OF KEY ROLES

CHAIRPERSON

- Leads board meetings
- Ensures smooth decision making
- Represents WWCLT publicly, along with other appointed spokespeople
- Ensures board follows good governance practices

TREASURER

- Oversees WWCLT budget & finances
- Ensures financial records are accurate & up to date
- Works with staff and auditors to keep finances transparent

SECRETARY

- Company must have at least one secretary
- Maintains an updated register of company members
- Keeps records of meetings and decisions
- Ensures compliance with legal and governance requirements
- Organises meetings and keeps members informed

STAFF: DELEGATED AUTHORITY

- Carry out the day-to-day management of WWCLT
- Implement board decisions and policies
- Manage operations such as housing, finances and community engagement
- May have specific decision-making authority delegated by the board

Powers and Limitations of Directors

- Directors manage and guide the CLT to achieve its goals.
- They can use all company powers except those reserved for members.
- They oversee financial management, contracts, and land use.
- They can acquire land and create shared ownership or lease arrangements with members.
- Borrowing money requires member approval through a special resolution.
- Major decisions (e.g., selling land, changing the constitution, or creating mortgages) need member approval.
- Directors must consider long-term community and environmental impact when making land-use decisions.
- They cannot be paid for their role as directors but can be reimbursed for expenses with board approval.

For more
information:

WWCLT Constitution

Directors, Powers of Directors, Duties of Directors Secretary
pp.22 – 33 / Members p. 8-10

Plain English Companion Guide to WWCLT Constitution

Date:
July 2025

To find out more or connect with Waterfall Way CLT Ltd