



GATWICK DETAINEES WELFARE GROUP

Patrons: Lord Dholakia OBE, Baroness Helena Kennedy QC

Registered charity No. 1124328

Company Limited by Guarantee No. 4911257

Trustee Role Description & Personal Abilities

GDWG is a voluntary organisation committed to helping people held at Brook House and Tinsley House Immigration Removal Centres at Gatwick Airport. The group is non-political. We have around 80 volunteer visitors who befriend and make weekly visits to the detainee who is allocated to them. We put great emphasis on training and supporting our volunteers. The group is linked to organisations which visit other detention centres through AVID (the Association of Visitors to Immigration Detainees).

General responsibilities of ALL trustees

- To ensure that GDWG complies with its governing document, charity law, company law and any other relevant legislation or regulations.
- To ensure that GDWG pursues its objects as defined in its governing document.
- To ensure GDWG applies its resources exclusively in pursuance of its objects.
- To contribute actively to the board of trustees' role in giving firm strategic direction to GDWG, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of GDWG.
- To ensure the effective and efficient administration of GDWG.
- To ensure the financial stability of GDWG.
- To protect and manage the property of the charity and to ensure the proper investment of the charity's funds.
- To appoint staff and monitor their performance.

In addition to the above statutory duties, each trustee is expected to use their specific skills, knowledge or experience to help the board of trustees reach sound decisions. For example:

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on new initiatives

Personal abilities

- Ability to understand and accept the duties and liabilities of being a charity trustee.
- Empathy with the vision, mission and aims of GDWG.
- A willingness to devote the necessary time and effort.
- Ability to think and apply knowledge strategically.
- Willingness to learn and listen.
- Ability to communicate clearly and sensitively and take an active part in discussions.
- Ability to challenge constructively and ask appropriate questions.
- Ability to exercise sound and independent judgement.
- Willingness to make and stand by collective decisions, including those which may be unpopular.
- Ability to maintain confidentiality.

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