



VolCam – the network of local and international **vol**unteer agencies and volunteer involving organisations in **Cambodia**

VolCam Terms of Reference (TOR)

August 2012

1. Purpose and objectives

1.1 The **purpose** of VolCam is to promote the concept of volunteerism throughout Cambodia, encompassing both international and local volunteer programmes.

1.2 The specific **objectives** for VolCam which will contribute towards the achievement of the purpose are:

- Volunteer agencies work together on joint communication plans, campaigns and research projects to promote volunteerism,
- VolCam supports, as appropriate government initiatives to promote volunteerism in Cambodia,
- VolCam will work with other entities to plan International Volunteers' Day,
- VolCam will work together on common issues which either negatively impact or promote volunteerism.
- VolCam will act as a knowledge sharing forum, where members have an opportunity to learn from one another,
- VolCam will organise training sessions for members to enable skills transfer between volunteer agencies. It will also enable members to identify opportunities to work together, maximising their impact for volunteering in Cambodia.

1.3 **Activities** - VolCam will agree an action plan annually to provide focus to its' activities.

2. Membership

2.1 Membership Eligibility

All non profit local and international volunteering agencies operating in Cambodia are invited to join VolCam.

Membership is restricted to those agencies:

- whose primary objective is development and humanitarian assistance, rather than promoting political or religious aims.



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- Have an accredited office in Cambodia with the representative resident in Cambodia, or they have staff resident in Cambodia who are able to participate in the activities of VolCam.
- Are operating ongoing programmes in Cambodia which have a primary objective to provide assistance beneficial to the Cambodian people in this country.

In addition, volunteers of VolCam members must align to the United Nations definition¹ of a volunteer, namely:

- The activity should not be undertaken for financial award, although the reimbursement of expenses and some token payment may be allowed.
- The activity should be undertaken voluntarily, according to an individual's own free will.
- The activity should be of benefit to someone other than the volunteer or to society at large, although it is recognised that volunteering brings significant benefit to the volunteer as well.

2.2 Meeting Attendance

Members are required to send a representative or apologies for all meetings and are required to contribute either financially or otherwise to joint VolCam initiatives.

2.3 Discontinuation of Membership

Membership shall be discontinued under the following circumstances:

- A vote by 50% plus 1 of all members resolving that a given volunteering agency's activities and/or objectives are not in accordance with the objectives of VolCam or are detrimental to the collective effort of VolCam,
- A vote by 50% plus 1 of all members resolving that the volunteering agency no longer meets the eligibility criteria, stated above.

3. Secretariat



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VolCam has a secretariat who are responsible for coordinating the meetings and ensuring that the action plan is being delivered. The secretariat will rotate around the volunteer agencies every six months.

The secretariat will be supported by an assistant, which is a representative of a different volunteer agency.

Ideally, the secretariat and the assistant roles will be filled by international and national volunteering agencies.

4. Meetings – Frequency and Location

VolCam will meet every two months and meeting dates will be agreed at least six months in advance. The location of the meeting will be shared amongst the VolCam members. As required, additional meetings will be held to discuss specific issues.

5. Quorum

At least two thirds of registered members need to be present for the meeting to be quorate and decisions can be ratified. If the meeting is not quorate, any outstanding decisions will be carried forward to the next meeting.

6. Sub Groups

Sub groups will be established as required to work on particular issues, for example, communications. At least four volunteer agencies will form part of any working group. The sub groups will report to the main VolCam meetings.

These TOR were agreed by VolCam in September 2012.

ⁱ United Nations Volunteers Report, prepared for the UN General Assembly Special Session on Social Development, Geneva, February 2001