Introduction

According to the Statutes of the Right Livelihood Award Foundation:

- The Foundation shall be administered by a Board consisting of six members. The Board shall appoint a Chairperson from among its members.
- The Board shall be responsible for the administration of the Foundation’s assets and the conduct of its affairs. The Board shall present an annual report of the year’s activities and an annual financial report.
- The Board shall authorise a person or persons from among its members or from the outside to sign for the Foundation.
- The Board shall meet when summoned by the Chairperson. The decisions of the Board shall be taken by a majority vote. If voting is even, the Chairperson shall have the casting vote. However, elections where the voting is even shall be decided by casting lots.
- The Board’s accounts shall be examined annually by an auditor appointed by the Board.
- The Board shall appoint a jury to meet once a year for the purpose of choosing award winners from among the candidates/or projects/nominated. The Jury shall consist of not less than 7 nor more than 15 members and shall, where possible, include representatives of all continents.
- The Jury shall be convened by the Board of the Foundation. A member of the Board may also serve on the Jury. Members of the Jury can be appointed for a specified number of years and the Board shall appoint a successor on the withdrawal of a member.
- The Jury’s decisions shall only be valid following the approval of the Board.

Election of new Board members:

When a new Board member is needed, the Board discusses what qualifications are needed and if there are any preference for a specific country (there must always be at least one Board member who is a citizen of Sweden, according to the regulations of Svensk Insamlingskontroll). Board and staff members can then suggest possible candidates together with information about their background and arguments for why it would be a good addition to the Board. The Board decides on who should be asked.

The term of membership is four years. When a new member has attended two board meetings, there is a mutual review. Before the review, a new member does not serve on the jury. If the review is positive from both sides, the new member will be asked if he or she wants to serve on the jury while he or she is on the board. Board membership can be renewed without limit. Terms should not overlap completely, so that ideally every year, 1-2 memberships are reviewed.
Introduction Program for new Board Trustees

The introduction programme for new Board Trustees will be on an individual basis, depending on their previous knowledge about the Foundation’s work. The Executive Director is responsible for the introduction programme. The introduction programme should always include:

The board’s responsibilities, instruction and delegation, the Foundation’s statutes, goals and strategies, financing/economy, code of conduct, information about partner organisations, and a visit to the Stockholm office.

Two regular meetings per year

The Board usually has two meetings every year – one in the Spring and one in the Fall, in connection with the Jury meeting.

The Spring Board meeting should have the following points on the agenda:
- Upcoming issues
- Governance (any Board issues, evaluation of the Board’s work and of the Executive Director’s work)
- Advisory Board and other support groups such as support groups within parliaments and the Swiss Foundation (support group in Switzerland)
- Staff
- Annual Report
- Financials:
  - donations during the passed year
  - donations so far received and prognosis for the rest of the year
  - fundraising
  - assets
  - Grassroots Foundation
  - Investment Policy
  - Expenditure and budget for the year
- Risk analysis and plan
- Nominations (including who to include in the process and research trips)
- Award week
- Supporting recipients
- Education projects
- Communications
- Next meetings (Board and Jury for the rest of the year and the next year)

The Fall Board meeting should always have the following points on the agenda:
- Upcoming issues
- Award week
- Financials:
  - income prognosis
  - half year result
  - allocation of assets
  - fundraising rest of the year
- Staff (also reserved business without regular staff members)
- Communications
- Selection process
- Decision of Laureates
- Advisory Board and other support organisations (as in the Spring)
- Education
- Supporting recipients
- Next meetings

Minutes
The Board members receive a longer report / background text to each item on the agenda before every meeting. To this text, the decisions and major results of discussions are added as minutes – a document which is then signed by the Chair and the Executive Director.

When the Board decides about outgoing and incoming Board members, change of who is signing for the Foundation and other issues which are noted in the formal document from the Stockholm County Board, a Swedish translation of the Board decision signed by the Chair and Executive Director should always be produced and sent to the Stockholm County Board.