The fund’s Administrative Board includes the ministers, vice-ministers or representatives of each sector, as follows:

- Minister to the Prime Minister Office, Vice President of the National Committee for Rural Development and Poverty Eradication, as Chair and Standing member,
- A respected member of civil society, as vice Chair,
- Vice Minister, Ministry of Finance, as member,
- Vice President of the Committee for Planning and Investment, as member,
- Vice-Governor of the Bank of Lao PDR; as member,
- Vice-President of the Lao Front for National Construction; as member,
- Vice-President of the Lao Women’s Union; as member,
- Deputy Secretary General of the Lao Youth Executive Committee; as member,
- Representative of Civil Societies, as member,
- Vice-Governor of the targeted province, as member.

The PRF Administrative Board performs a number of important tasks including, but not limited to:

- Setting policies and rules,
- Endorsing PRF target Kum ban,
- Review and endorse the yearly plan and budget,
- Seeking additional resources to support the development program,
- Monitoring of progress,
- Establishing and improving procedures and systems,
- Providing clarification to related government agencies regarding PRF.
The PRF Administrative Board normally meets on an annual basis in January or February each year. Within one month of that meeting, the Chairman of the PRF Administrative Board is responsible for organizing a meeting between designated PRF Administrative Board members, PRF Executive Director and designated PRF representatives, the donors and representatives from relevant ministries. During this meeting, the donors are informed of the decisions taken and strategic directions defined during the annual PRF Board meeting, of the achievements and issues faced during the previous year and of the objectives for the coming year. This meeting is the occasion for the participants to exchange views on PRF strategy and policies, implementation matters and poverty alleviation policies in Lao PDR.

PRF II Government counterparts
The PRF Executive Director is recruited by the PRF Administrative Board, in consultation with the PRF donor agencies. The Executive Director has overall management responsibility for the Fund, the implementation of the program and the PRF Staff and offices. The PRF Executive Director is accountable to the Government and donor agencies that provide funds for PRF operations. In his tasks, the Executive Director is assisted by a Deputy Executive Director.
The PRF Implementation Staff (PIS), through its national, provincial and district offices, is staffed by full-time consultants hired by the Executive Director to serve as PRF staff. The day-to-day management of consultant services, sub-project implementation and the overall quality of the program are under the responsibility of the PRF staff. National, provincial and district staff ultimately report to their immediate superiors, but ultimately to the Executive Director. The Executive Director may contract other full or part-time consultants to carry out additional tasks such as training, specific studies and independent monitoring as needed.

Village representatives work closely with PRF staff but are not considered as staff or consultants of PRF. They do not have any formal reporting or supervisory relationship with the PRF Implementation Staff.
Links
[1] https://www.prflaos.org/about/board-prf