



RAFIKI  
FOUNDATION

## Rafiki Institute of Music Dean

Responsible to: Rafiki Institute of Classical Education (RICE) Dean

### I. **Duties and Responsibilities Rafiki Institute of Music**

- a. Send monthly reports to RICE Dean and Village Administrator
- b. Oversee all activities conducted in the Institute of Music (RIM)
- c. See that all courses are taught according to Home Office instructions
- d. Outfit building to accommodate courses given
- e. Maintain instruments and supplies as needed
- f. With RICE Dean schedule all courses and number of students
- g. Manage accounting of any fees or expenses
- h. Monitor students' progress to include in reports to Home Office
- i. Determine evaluation process for certification
- j. Award certificates for qualified students

### II. **Church Music Program**

- a. Liaise with Village Administrator, RICE Dean, and Partner Denominations regarding church choir directors
- b. Select church choir director students to take basic music courses
- c. Schedule recitals and concerts

### III. **School Teacher and Private Lessons**

RIM deans should spend any extra time they have giving private music lessons

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