



## **Swim England Bedfordshire Role Description for Artistic/Synchro Swimming Secretary**

The Artistic/Synchro Swimming Secretary shall be a member of a club affiliated to the Association and a member of Swim England.

The role will include:

- To act as a point of contact within the County for Artistic Swimming clubs and their members and those seeking to become members.
- To be a source of knowledge on Artistic Swimming and the opportunities available in Bedfordshire and surrounding areas
- Encourage partnership working between clubs across the County.
- Liaise with regional and national groups and individuals, in order to support the development of Artistic/Synchro in the county.
- Represent Bedfordshire on the Swim England East Region Artistic Swimming Leadership Group, or liaise with the representative
- Report to monthly meetings of Swim England Bedfordshire Executive, as appropriate, and provide an annual report to the AGM.