

Timekeeper

The Timekeeper is responsible for timing specific items in the meeting and giving the Timekeeper's reports.

TASKS	Done = ✓
PRIOR TO THE MEETING	
Prepare an explanation of your role for the beginning of the meeting. See the example introduction below.	
ON ARRIVAL TO THE MEETING	
Give your CL manual to any Toastmaster in the room with some experience and ask them to write comments about your performance in any project you need to complete.	
Get the timing cards & gavel from the meeting bag at the back of the room.	
DURING THE MEETING	
When introduced, explain your role, showing the agenda, and demonstrating the signal cards. You may want to keep it to time!	
<p>Example Introduction</p> <p><i>Good evening Mister President, Mister/Madam Toastmaster, fellow Toastmasters and most welcome guests.</i></p> <p><i>One of the important lessons to be learnt on the path to becoming a competent speaker is to be able to express a thought within a specific amount of time. To this end, every Toastmasters meeting has an official Timekeeper who records time for all participants and provides timing reports at various points throughout the meeting.</i></p> <p><i>Today it's my pleasure to be your Timekeeper.</i></p> <p><i>If you look at your printed agenda [show a copy of the agenda], you will see three numbers next to each of the speaking slots with three corresponding colours – green, yellow and red.</i></p> <p><i>The number in green is the minimum expected duration in minutes for that slot. At this point I will show the speaker the green card. Like this...</i></p> <p>[hold up green card]</p> <p><i>The number in yellow is in the middle of the timing range and at this point I will show the speaker the yellow card.</i></p> <p>[hold up yellow card]</p> <p><i>When the speaker sees the yellow card they should start thinking about wrapping up their speech.</i></p> <p><i>Finally, the number in red is the maximum expected duration for the slot. At this point I will show the red card.</i></p> <p>[hold up red card]</p> <p><i>When a speaker sees the red card, they must wrap up their speech as quickly as possible. Anyone still speaking thirty seconds after the red card is shown will hear the gavel.</i></p> <p><i>In a contest this would be an automatic disqualification.</i></p> <p><i>Even in a normal meeting like this one I would urge the speakers to hand back to the Toastmaster as quickly as possible after the red card has been shown otherwise they risk limiting the opportunity for others to speak later in the meeting.</i></p> <p><i>I will give reports on the times of our speakers during the meeting. Mister/Madam Toastmaster</i></p>	
Throughout the meeting, signal each speaker as shown on the agenda. Hold the cards up high and ensure the speaker has seen the signal.	
The speakers you will report on are: Table Topic speakers, prepared speeches and evaluators.	
Record each participant's name and time used for your timekeeper reports.	

When called to report by the Toastmaster, come forward and announce the item you are reporting on and the participant's name and time taken. Ideally you would write all that on a small card and not carry the agenda with you.	
Reports should give the minimum and maximum times with each speakers achieved time. Refrain from giving any opinion as to whether it was a good speech, entertaining etc.	
Every speaker has 30 seconds after the red card to complete their Table Topic, speech, or evaluation.	
If a speaker meets the minimum (green) time they are not under time.	
If a speaker meets the completes their speech with 30 seconds of their maximum (red) time they are not over time.	
When reporting on the time of all Table Topic speakers, mention in just a few words the subject of their improvised speech in order to remind the audience who spoke about what before they vote.	
For example <i>"We had 3 speakers this evening, each aiming to meet a minimum time of 5 minutes and a maximum of 7 minutes. Our first speaker was Andy O'Sullivan with a speech entitled My Journey. Andy spoke for 6 minutes 20 seconds. Our second speaker was....."</i>	
When the meeting concludes, place the timing cards and gavel back into the storage bag.	