

Timekeeper

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

TASKS	Done = v
BEFORE THE MEETING	
Prepare an explanation of your role for the beginning of the meeting. See the example introduction below.	
Get the timing record sheet, cards and 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 <i>Good evening Mister/Madam 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. Today it's my pleasure to be your Timekeeper.</i></p> <p><i>If you look at the agenda, you will see three numbers next to each of the speaking slots with three corresponding colours – green, yellow and red. The number in green(G) is the minimum expected duration in minutes for that slot. At this point I will show the speaker the green card. Like this [hold up green card]</i></p> <p><i>The number in yellow (Y) signifies that the speaker is close to the end of their allocated time. At this point I will show the speaker the yellow card. [hold up yellow card] When the speaker sees the yellow card they should start to wrap up their speech.</i></p> <p><i>Finally, the number in red (R) is the maximum expected duration for the slot. At this point I will show the red card. [hold up red card] When a speaker sees the red card, they must wrap up their speech as quickly as possible.</i></p> <p><i>Anyone still speaking thirty seconds after the red card is shown will hear the gavel. The speaker should 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.</i></p> <p><i>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.	

TASKS	Done = ✓
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 speaker's 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 completes their speech within 30 seconds of their maximum (red) time, they are not over time.	
When reporting on the time of 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.	
<p>Example of a report for prepared speeches:</p> <p><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 Smith with a speech entitled 'My Journey'. Andy spoke for 6 minutes 20 seconds. Our second speaker was ..."</i></p>	
When the meeting concludes, place the timing cards and gavel back into the storage bag.	