

Timekeeper

The Timekeeper is responsible for keeping track of time throughout the meeting.

One of the skills in speech training is expressing a thought within a specific time. The Timekeeper helps those at the meeting practice this. As well as recording the times, the Timekeeper should regard each report to the meeting as a mini-speech opportunity.

Before the meeting

- Confirm scheduled programme participants with the Toastmaster and General Evaluator.
- Confirm time required for each prepared speech with the speakers.
- Write out your explanation in the clearest possible language and rehearse it. For the benefit of guests, be sure to emphasise timing rules and how timing signals will be given.

On arrival at the meeting

- Get timing equipment from the Sergeant at Arms. Be sure you understand how to operate the stopwatch and signal device.
- Sit where the signal device (Coloured cards) can be seen easily by those at the lectern. Leave Cards in place, clearly visible, until time to change colour. **DO NOT wave them in the air!**

During the meeting

- When introduced, explain the timing rules and demonstrate the cards.
- Throughout the meeting, signal each programme participant as indicated below. In addition, signal the **Toastmaster** and **Table Topics Master** with red when they have reached their allotted or agreed-upon time.
- Record each participant's name and time used.
- When called to report by the Toastmaster, stand by your chair, announce the speaker's name and the time taken.
- When reporting on the Table Topics timings, remind the audience of the title or subject of each Topic.
- If a speaker fails to speak within the allotted time, it is not the Timekeeper's decision as to whether the speaker is eligible for voting - that is the TM's role.

After the meeting

Return the stopwatch and timing signal device to the storage box