

Being the Timekeeper

What you need:

A copy of the programme; A working pen, with a spare; A stopwatch (your cellphone may have a stopwatch function)

Before the meeting

Arrive 25 minutes early. Introduce yourself to the Toastmaster and the speakers and ask if they have any specific timing instructions. Some advanced speakers may require lights for the speech and then separate lights for a question and answer session, as an example. Practice with the stop watch until you can operate it with confidence. Ensure the lights are working, or that you have coloured cards. The Sergeant should be able to help you.

During the meeting

Time each manual speech. Time each impromptu speech Time each evaluator. Time the recesses. Time the Educational session. Time all items on the agenda itself. You will be called to explain the timing of the speeches.

Explain: My job is to help the speakers keep on track. The standard timing is.

For 4-6 minute speeches:

At 4 minutes - Green; at 5 minutes -Yellow; at 6 minutes - Red

(for a 5-7 min speech Lights at 5, 6 and 7). **A 30 second leeway is allowed for speakers before the green light and after the red light.**

For evaluation sessions (irrespective of the speech level)

At 2 minutes - Green; at 2 1/2 minutes -Yellow; at 3 minutes - Red

For Table topics sessions

At 1 minute - Green; at 1 1/2 minutes -Yellow; at 2 minutes - Red. For table topics always try speak to the green light.

Timing

The timing starts at the first meaningful gesture the speaker makes (not the first word or utterance). Some speakers will point suddenly, or jump, or start running backwards. These are signs that the speech has started. When you turn on the yellow light, turn off the green light. When you turn on the red light, turn off the yellow light. Leave the red light on until the speaker stops speaking.

Write down each speaker's time on the programme, using your pen. Write down on the agenda the actual time elapsed so that we have a record of how well the Toastmaster ran the meeting. Afterwards give the programme with times to the club secretary or VPE.

Timekeeper's report

You will be called to give a Timekeeper's report: say:

Speaker A spoke for X minutes and Y seconds

Speaker B spoke for W minutes and Z seconds, and so on.

Occasionally the Toastmaster will forget to ask for the timekeeper's report, if so find the Evaluation chair and give them the speaker's times.