

Time Keeper

ELDER GATE TOASTMASTERS CLUB

MEETING GUIDELINES

FUNCTION: The Time Keeper is responsible for the timing of the entire meeting.

PREPARATION: Using the LATEST published agenda, familiarise yourself with the structure of the meeting and times, which may vary from time to time. Some speeches & evaluations (e.g. ATM) may last longer than others. Be prepared to reduce the times for the first Toastmaster session and the Topics Master by 1 minute each if there are no guests.

AT THE MEETING:

1. Arrive a few minutes early, as the meeting will start promptly at the planned time.
2. NB Unless A Timers Evaluator's table is set out for your use, sit at the front of the room, near the lectern.
3. Set up and check the lights and stopwatch and that you have a timing form and agenda.
4. Note the time the meeting starts on your agenda, together with other actual times against the scheduled times. Note if there are guests.
5. Time each item, speech, evaluation etc. A Form is available. Illuminate the lights at the appropriate times given in the agenda.
6. When asked by the Topics Master be prepared to demonstrate the lights to any guests. This will involve turning the lights so they can see them. Return them to a position that is clear for the speakers afterwards.
7. When asked by the Topics Master, the Toastmaster or the General Evaluator, read out the times of the speeches/ evaluations in order by name. State any that are outside the qualifying time.
8. You should also time the 1-minute allowed for feedback to speakers and evaluators. Turn the green light on at the beginning of the period and turn it off at the end. If appropriate announce the end of the minute.
9. If asked to participate in the Topics session, ask someone else to time your session.
10. After the meeting put the lights and stopwatch away carefully, give the timing sheet to the meeting secretary.