

The Role of Timekeeper

The Timekeeper is responsible for keeping track of time, indicating to each speaker the time they have taken using the timing lights, recording each participant's name and the time used. At the end of the meeting, the Timekeeper presents a brief report on the times for the evening and hands the completed Timer's report to the Secretary to record speech times in the minutes of the meeting.

Prior to the meeting, the Timekeeper should confirm speech times with each speaker. If more than 5-7 minutes, ask at what intervals the speaker would like the timing lights displayed.

| TIME | ROLE / EVENT | ALLOTTED | | GREEN | AMBER | RED | ACTUAL |
|------|---------------------------|------------|------|-------|--------|-----|--------|
| 7:44 | Call to Order | | | | | 1m | |
| 7:45 | Welcome | 2min | | 1m | 1m 30s | 2m | |
| 7:47 | TM Announces Changes | | | | | | |
| 7:52 | Grammarians | 1min | | | | 1m | |
| 7:53 | Round Robin | 15sec | Buzz | | | | |
| 7:59 | Table Topics Master | | | | | | |
| | Topics: | | | 1m | 1m 30s | 2m | |
| | Topics: | | | 1m | 1m 30s | 2m | |
| | Topics: | | | 1m | 1m 30s | 2m | |
| | Topics: | | | 1m | 1m 30s | 2m | |
| | Topics: | | | 1m | 1m 30s | 2m | |
| | Topics: | | | 1m | 1m 30s | 2m | |
| 8:13 | Inspiration | 1-2min | | 1m | 1m 30s | 2m | |
| 8:15 | Table Topics – Evaluation | | | | | | |
| | Odds: | 2-3min | | 2m | 2m 30s | 3m | |
| | Evens: | 2-3min | | 2m | 2m 30s | 3m | |
| 8:22 | Votes | | | | | | |
| 8:23 | Speeches Introduced | | | | | | |
| | Speech 1: | 5-7min | | 5m | 6m | 7m | |
| | Other | | | | | | |
| | Speech 2: | 5-7min | | 5m | 6m | 7m | |
| | Other | | | | | | |
| 8:50 | Tonic (Joke) | 1.5 – 2min | | 1m | 1m 30s | 2m | |
| 8:52 | Evaluation by: | 2-3min | | 2m | 2m 30s | 3m | |
| | Evaluation by: | 2-3min | | 2m | 2m 30s | 3m | |
| 8:58 | Business | 7-10min | | 8m | 9m | 10m | |
| 9:03 | Supper | | | | | | |
| TIME | ROLE / EVENT | ALLOTTED | | GREEN | AMBER | RED | ACTUAL |
| 9:18 | Call to Order | | | | | | |

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|--------------|---------------------|--------|--|----|--------|--------|--|
| | | | | | | | |
| 9:19 | Speeches Introduced | | | | | | |
| | Speech 1: | 5-7min | | 5m | 6m | 7m | |
| | | Other | | | | | |
| | Speech 2: | 5-7min | | 5m | 6m | 7m | |
| | | Other | | | | | |
| | Speech 3: | 5-7min | | 5m | 6m | 7m | |
| | | Other | | | | | |
| | | | | | | | |
| 9:44 | Evaluation by: | 2-3min | | 2m | 2m 30s | 3m | |
| | Evaluation by: | 2-3min | | 2m | 2m 30s | 3m | |
| | Evaluation by: | 2-3min | | 2m | 2m 30s | 3m | |
| | | | | | | | |
| 9:51 | Votes | | | | | | |
| | | | | | | | |
| 9:52 | Harkmaster | 2min | | 1m | 1m 30s | 2m | |
| | | | | | | | |
| 9:54 | Grammarian | 2min | | 1m | 1m 30s | 2m | |
| | | | | | | | |
| 9:56 | Ah-Counter | 1m 30s | | 1m | 1m 15s | 1m 30s | |
| | | | | | | | |
| 9:58 | Timekeeper | 2min | | 1m | 1m 30s | 2m | |
| | | | | | | | |
| 10:00 | General Evaluator | 7min | | 5m | 6m | 7m | |
| | | | | | | | |
| 10:08 | ToastMaster | 1min | | | | 1m | |
| | | | | | | | |
| 10:09 | Final Business | 5min | | 3m | 4m | 5m | |
| | | | | | | | |
| 10:14 | CLOSE MEETING | | | | | | |