

The Time Keeper

As timekeeper, you have the opportunity to practice standing and giving brief reports throughout the course of the meeting. You will report whether participants spoke within their allotted time and are eligible to receive ribbons for their participation.



Before the Meeting

- Review and understand all of the timing guidelines explained here. You will use the club-supplied timing device (timing cards that stand independently) and the stopwatch.
- **Be aware that you will be called upon by the Toastmaster, Table Topics Master, and General Evaluator** to present timing reports. Timings are listed below.

Table Topics: 2.0 minutes

Green – 1:00 min.
Yellow – 1:30 min.
Red – 2:00 min.
Grace Period – 30 seconds

Prepared Speeches (most will be 5-7 minutes, check with speakers at meeting)

Green – 5:00 min
Yellow – 6:00 min
Red – 7:00 min
Grace Period – 30 seconds

Evaluations: 3.00 minutes

Green – 2:00 min
Yellow – 2:30 min
Red – 3:00 min
Grace period – 30 seconds

At the Meeting

- When the Toastmaster Calls on you at the beginning of the meeting to explain your function, stand at your seat and say words to this affect:

“Mr./Madam Toastmaster, fellow Toastmasters and honored guests. I am the Time Keeper. My role is to keep track of the time for table topics, formal speakers and evaluators “

Then proceed to explain the timing for Table Topics, Speakers and Evaluators

- When called upon to give a report, stand and give a report of who DID NOT MEET THE TIMING STANDARDS. It is not necessary to cite the times for each individual speaker. In essence, a speaker either spoke under time or beyond the grace period. For example, for Table Topics you might say:

“Madam/Mr. Toastmaster, the person(s) not eligible to receive a vote are Keith Bruin who spoke undertime and Sally Fletcher, who spoke overtime. If any of you would like to know your exact time, see me at end of the meeting. “

If everyone was within time, you can simply say

“Madam/Mr. Toastmaster, everyone was within time.”