

The Timekeeper needs:

A pen; copy of the programme; stopwatch; lights and preferably a second stopwatch or watch.

A diligent Timekeeper will record the time of all individual segments on the programme (which can then be passed on to the Secretary at the end of the meeting). The Timekeeper will also be able to advise the Toastmaster/Table Topics Master whether the programme is on schedule – and if not, how much it is behind or in front.

The Table Topics Master and Speech Introducers should provide the Timekeeper with specific instructions for timing and lights at the onset of their segment. If they fail to do this, the Timekeeper may need to interrupt their introduction in order to confirm what these requirements are. Usually Table Topics require a green light at one minute, amber at one and a half minutes and a red light at two minutes. Speeches may vary, but most of them are a green light at five minutes, amber at six and red at seven.

As a new Timekeeper, if you are not comfortable with multi-skilling, it is probably best if you don't allow yourself to become completely enthralled by the speeches, as this can lead to forgetfulness with operating the stopwatch and lights!

Other helpful hints are:

- Although we don't mind if you forget to time everything, the really important times are for each of the Table Topics Speakers and Speech-givers.
- Ideally the Table Topics session needs to be monitored for overall time as well as for the individual speakers. So either make a note of the time at the beginning of the session from your watch, or use a second stopwatch to record the total duration of the Table Topics session. The Table Topics Master may ask you to indicate how much time remains, so that they can assess how many more participants they can call up before their segment is completed.
- Get familiar with using the buttons for stopping, starting and resetting the stopwatch before the meeting begins.
- Forgetting to turn off the red light from the previous segment is easily done, so watch out for this.