

## **Timekeeper**

The Timekeeper is responsible for keeping track of time. (The role is also known as the Timer.)

One of the skills in speech training is expressing a thought within a specific time. The Timekeeper helps those at the meeting practise this. As well as recording the times, the Timekeeper should regard each report to the meeting as a mini-speech opportunity.

### **Before the meeting**

It's a good idea to rehearse your introduction, if you have time. You'll only have a couple of minutes, so briefly explain the importance of timing when making a speech, and then demonstrate how you will be showing the cards during people's speeches.

### **On arrival at the meeting**

Get timing equipment from the box – ask Oscar or Natalie for the timing cards and the stopwatch – ask them to show you how they work too.

Sit where the signal device can be seen easily by those at the lectern.

Ask the three speakers how long they would like for their speeches. The time is marked on the Agenda, and this is allocated according to the speech they have chosen from the manual, but the educational one may vary so it's best to double-check.

### **During the meeting**

When introduced, explain the timing rules and demonstrate the signal device.

When a speech starts, start the stopwatch.

For Table topics, where each speaker has 2 minutes, turn the cards over to show the green card when they've been speaking for one minute, the yellow card at one and a half minutes and the red card when they've done two minutes.

Most speeches are 5-7 mins long so if this is the case you show the green card when they've been speaking for 5 mins, the yellow card at 6 mins and the red card when they've done 7 mins.

The educational speeches are a bit longer – between 10 and 15 mins.

To check how long each performance is, look at the right hand side of the Agenda.

After each performance, write down the name of the speaker and the time they took for the speech.

At the end of the meeting you'll be asked to give a brief report – just read out everyone's times to give them feedback, and let them know if they ran significantly over or under their allotted time.

### After the meeting

Put the stopwatch and timing signal device back in the box.

- This assignment can count towards your Competent Leadership Award. Remember to ask someone to evaluate your performance as Timer in the Competent Leader manual (p.27).