

6. Time Keeper

Objectives

Keep the meeting on time. Let younger participants be assertive without the need to speak.

Responsibilities

Your responsibility is to time the events as indicated by the Chair and then give signals so that the Chair or speaker knows how much time they have left and when their time is up.

You can record the time taken for each activity on the agenda or a piece of paper.

At the meeting

Make sure you have a watch, can see a second hand clock from where you sit, or better still have a stopwatch. Also make sure you have signals (these may be lights or coloured cards).

Note the time when a person starts to speak etc. Also note the time the Chair or the agenda has allowed for the person i.e. 60 seconds to speak, 2 minutes to speak, 5 minutes to speak, or 15 minutes to speak.

Use coloured signals as follows:

Length of speech: or part of meeting	60 sec	2 minutes	5 minutes	15 minutes	30 minutes
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Yellow signal at:	45 sec	1 min.30 sec.	4 minutes	12 minutes	25 minutes
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Red signal at:	60 sec	2 minutes	5 minutes	15 minutes	30 minutes
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If you have a card as a signal hold it up high at arm's length; hold for 15 seconds

If you have lights leave the light on until the next light is to be turned on and leave the red light on until the speaker sits down.

When times for the speech or part of the meeting are different from the above then use your discretion or listen to the Chair's instructions.

You do not interrupt the speaker by speaking; only the Chair can do this.