

## **CLOCKWATCHER**

Near the beginning of the meeting, as Clockwatcher, you'll be called upon to explain your duties.

1. Stand and say words to the effect: "Toastmaster and Guests: my duties as are to help the Toastmaster keep the time requirements of the agenda, to signal speakers, table topic participants, and evaluators of their time limits and to report the times of participants. The green light means you've used your minimum time limit. The yellow light is a warning light. The red light means you're at your maximum time limit.

Park Central uses a box with a green, yellow and red light plus a buzzer to alert speakers to the passage of allotted time. On the box are notes to tell you what are the times for speakers, table topic participants and evaluators. Staying within you're assigned time limits is an important aspect of being a good club member.

When a person giving a formal speech exceeds his/her maximum time limit by 30 seconds, the clock watcher will begin clapping signifying that the speaker should sit down. When a person exceeds the grace period for table topics and evaluations the clock watcher will sound the buzzer signifying that the speaker should sit down.

2. Reports times of participants to the audience when requested after the speakers, table topic participants and evaluators. Be ready to give informative, enthusiastic reports and announcements.