

## **TIMEKEEPER**

### **I. STATEMENT:**

The Time Keeper is appointed by the President and approved by the Executive Board. She is to help keep the speakers for the general meetings of the Council within their allotted time.

### **II. DUTIES:**

- A. To attend all the Council Meetings or provide an alternative to attend.
- B. To be familiar with WSLC Bylaws, and General Membership Standing Rules.
- C. Confer with committee chair presenting the General Membership Session as to the time allotted each speaker, also rebuttal and question times.
- D. To signal the speaker as to time allotted.
- E. To deliver a file containing all materials pertaining to the work of this office, including this job description, to the Policy Chair.

### **III. PROCEDURES:**

- A. Sit on the front row near the center of the hall.
- B. Have a timer with a minute and second indicator.
- C. Have timekeepers' cards indicating time remaining, i.e. "2 min", "30- sec", and "time is up".
- D. Ask the committee chairs to inform the speakers concerning the time allocated and that a time keeper will be giving signals of the time remaining.
- E. Receive from the committee chairs the names of the speakers and their allotted times.
- F. Keep eye contact with the President in case there is an adjustment in the time schedule.

### **IV. BIENNIAL REPORT:**

A report of the work of the Timekeeper is to be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the Board Handbook and the remaining three (3) to be distributed to the President, Recording Secretary and Historian.

### **FOR REFERENCE:**

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, President-elect the first and second Vice Presidents; Recording Secretary; parliamentarian, Policy Chair and Immediate Past President.

Drafted: August 2013

Adopted March 19, 2015