

The Timekeeper is:

- A voting member of the CGCI Board of Directors (Board)
- Expected to attend all Board and Convention meetings
  - Fall Board Meeting
  - Winter Board Meeting (often virtual)
  - Pre-Convention Board (immediately preceding the Convention)
  - Convention
  - Organizational Meeting in election years (often the morning following the installation)
- Non-attendance must be excused by sending a request to the President.

**Overview/History** – Established to notify speakers with a time limit, when the reporting time is done. Usually needed during chairmen and district director reports.

### Procedures

- Confirm with the President
  - Time limits for reports, including special reports (that may require extra time)
  - If a 30-second notification is desired
  - Action to be taken when allotted time is exceeded
- Provide a noise-maker loud enough to get the speaker's attention.
  - At the beginning of a meeting, the President will ask how speakers will be notified of time limits.
- Notify the speaker 30 seconds before and when the allotted time has finished.
- Notify the President if unable to attend so a replacement may be found.

### Suggestions

- Find a creative way to get the speaker's attention at the 30-second interval but not to be too distracting.
- Final time limit notice should be distracting.