

TIMER

Role Guide Version 2.1

Summary

One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. The timer is the member responsible for keeping track of time. Each segment of the meeting is timed. You should explain your duties and report to the club clearly and precisely. The results of your report will determine if the speaker will qualify for an award at the end of the meeting.

CL Manual Progress

This role also counts towards your Competent Leader (CL) manual. Taking this role will partly satisfy the requirements for Project 4 Time Management in the CL manual. Please make sure to find your evaluator before the meeting starts.

Timer's Kit

You will be given a Timer's kit. Inside the Timer's Kit should be the following three items:

- Three laminated timing cards. (Red, yellow and green)
- A digital stop watch
- This role guide

Timing Speakers

When displaying the signal device, make sure the speaker can clearly see the signal device. Allow enough time for the speaker to make eye contact with you before you withdraw the timing cards from view. You will be responsible for timing ALL of the speakers. ANYONE who stands up on stage is subject to the timing rules.

Procedure

Three colored laminated cards are provided for you. The exact timing of when you show the speaker the cards will depend on the speaker's project. It is your responsibility to know beforehand how long each speaker is allowed to present. Throughout the meeting, signal each program participant as indicated. Make sure the speaker is able to see your signal clearly.

Signaling Devices

Show the GREEN card when the speaker has spoken for the minimum amount of time. The minimum time will change according to the speaker's project. Show the RED card when the speaker has spoken for the maximum amount of time. Again the maximum amount time allowed will change according to the speaker's project. Each speaker will be given a 30 second grace period. This is the absolute maximum amount of time the presenter can speak. When time is up, indicate to the speaker by holding up the red card until the speaker sits down.

Timer's Report

You will be expected to give your report three times during the meeting.

- The Table Topics Master will call for your report on the Table Topic Speakers.
- The Toastmaster will call for your report on the prepared speakers.
- The General Evaluator will call for your report on the speech evaluations.

Record each participant's name and the duration of the presentation. When called to report stand by your chair, announce the speaker's name and the time taken and mention if any speaker was disqualified for going over time. An optional script is provided for you at the end of this document.

Conclusion

After the meeting has ended please return the stopwatch and timing cards and this role guide to the Sergeant at Arms.

Script

Good evening Toastmasters and welcomed guests, my name is (fill in the blank) and I am tonight's Timer.

I will show the GREEN card when the speaker has spoken for the minimum time, the RED card when the speaker has spoken for the maximum time. A 30 second grace period is offered in which case the speaker must finish the presentation or will be disqualified from winning an award. During the presentation, I will show the YELLOW card to signal to the speaker they have reached the middle point of their presentation.

I will then give me report during the meeting. I now give my control back to the Toastmaster.