



Timer

The Toastmaster of the Evening will call on you to explain the timing rules. 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. This exercise is an excellent opportunity in practicing communicating instructions - something that we do every day.

Prior to the meeting

Confirm scheduled program participants with the Toastmaster of the Evening and General Evaluator.

Confirm time required for each prepared speech with the speakers.

Write out your explanation in the clearest possible language and rehearse it. For the benefit of the guests, be sure to emphasize timing rules and how timing signals will be given.

Table topics:

Minimum: 1 minute, maximum: 2 minutes 30 seconds

Flags: Green at 1 minute, yellow at 1 minute 30 seconds, red at 2 minutes

Evaluations:

Minimum 1 minute 30 seconds, maximum: 3 minutes 30 seconds

Flags: Green at 2 minutes, yellow at 2 minutes 30 seconds, red at 3 minutes

5-7 minute prepared speeches:

Minimum 4 minutes 30 seconds, maximum: 7 minutes 30 seconds

Flags: Green at 5 minutes, yellow at 6 minutes, red at 7 minutes 30 seconds

Upon arrival at the meeting

Get timing equipment from the Sergeant at Arms. Be sure you understand how to operate the stopwatch and signal device and make certain that the timing equipment works.

Sit where the signal device can be seen easily by all and where there is a wall outlet for the device to be plugged in.

During the meeting

When introduced, explain the timing rules and demonstrate the signal device. Explain the use of the flags.

Throughout the meeting, signal each program participant as indicated above. In addition, signal the chairman, Toastmaster of the Evening, and table topics master with red when they have reached their allotted or agreed upon time.

Record each participant's name and time used.

When called to report by the table topics master, Toastmasters of the Evening and / or General Evaluator, stand by your chair, announce the speaker's name and the time taken. State those eligible for voting.

After the meeting

Return the stopwatch and timing signal device to the Sergeant at Arms.