

Timer

The Timer helps the Toastmaster to run the meeting on time and is vital in helping speakers to pace their speeches. If the Timer forgets to operate the timing lights during a speech, a novice or even an experienced speaker can be thrown off balance.

Prior to the meeting:

1. Read these guidelines! They relate specifically to being the Timer in our club.
2. Prepare and rehearse your 2 minute introduction.
3. Download a suitable stopwatch application on your phone. And familiarize yourself with how to use it.
4. Ask you mentor for help, if necessary.

At the meeting:

1. Arrive early and let the Toastmaster know that you are there.
2. Check your stopwatch app by doing a dummy run for 1 minute. If it is not working ask to borrow someone else's phone.
3. If you do not know how to work the timing light device, ask the Vice President of Education (VPE) or another member who has been the Timer for help. Confirm all three timing lights (Green, Yellow, and Red) are working properly. If there is a problem, seek assistance from the Sergeant at Arms, VPE, or Toastmaster.
4. Ensure that the timing light rig and all three timing lights are positioned so that will be visible to all speakers.
5. Look at the agenda. Check with the Toastmaster or VPE if there are any changes.
6. Check times of speeches with the speakers. It is essential that you know the times for the individual speeches before the meeting begins. Ask questions before a speech begins if the timing requirement is not clear.
7. If you are working on the CL manual, ask one of the members to evaluate you, give them the manual and make sure they complete it by the end of the evening.

Introducing your role (2mins):

1. From your seat, explain the importance of timing during a Toastmasters meeting.
2. Explain the use of the timing lights for each speech if the times vary and demonstrate their use. This is very important as the members need to know at which point in their speech you will operate the signal lights. This helps to keep them on time.
 - a. Look at the agenda for the individual speech times. You must be specific on this point e.g. "for a 5 to 7 minute speech I will show the green light at 5 minutes, the yellow at 6 minutes and the red at 7 minutes – the speaker is then expected to finish taking no more than 30 seconds".
 - b. Demonstrate the use of the lights during the Table Topics session. This is especially important for guests who may be asked to give a Table Topic. e.g. "for Table Topics which are from 1 to 2 minutes I will show the green light at 1 minute, the yellow at 1 minute 30 seconds and the red at 2 minutes. The speaker is expected to finish within 30 seconds of the red light being shown".
 - c. In addition to Speeches and Table Topics the Timer is responsible for timing a one minute period for written audience evaluations after each prepared speech. Alert the toastmaster after 1 minute.
 - d. Speech Evaluators – 2 -3 minutes, Green = 2 min, Yellow = 2 min 30 sec, Red = 3.
 - e. Other evaluation team members: Record their times but there is no need to operate the signal lights during their reports.

During the meeting:

1. Remain alert throughout the meeting.
2. Before you begin each timing session:
 - a. Make sure all of the timer lights are OFF
 - b. Make sure you have reset your electronic timer (phone app)
3. Time the members as outlined above and note their names and times.

Your report (2mins):

1. Give the times of each Prepared Speaker, each Table Topics participant, and each team member prior to your report.

How this role helps you:

1. You will practice remaining alert and focused throughout the meeting.
2. You will deliver a well structured oral explanation and report to the members; thereby giving you practice in delivering 2 min speeches.
3. You can use it to advance your CL manual for the following project:
 - a. Project 4 – Time Management

At the end of the meeting turn OFF the timing lights and unplug it from the wall power outlet. Leave the equipment on the table for the Sergeant-at-Arms to collect.