

Guidelines for Timer

Dear Timer,

Thank you for signing up for the role. You have a very important role in the meeting in that you ensure that everyone is right on track. The Toastmaster will call on you to explain the timing rules. One of the lessons to be practiced is that of expressing a thought within a specific time. As Timer, you are responsible for keeping track of time. Each segment of the meeting is timed. You should explain your duties and Timer's Report clearly and precisely.













Prior to the meeting – Show up early. Confirm scheduled program participants with the Toastmaster and General Evaluator. Confirm time required for each prepared speech with the speakers and/or Toastmaster.

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

At the meeting – Get stopwatch from the Sergeant at Arms or any Club Officer. Be sure you understand how to operate it and make sure that it works. Sit where the signal device can be seen easily by all.

During the meeting – When introduced by the General Evaluator, briefly explain the timing rules and demonstrate the signal device (green, yellow, red cards).

Throughout the meeting, listen carefully to each program participant and signal them as noted below.

ICE BREAKER		4 minutes
		5 minutes
		6 minutes
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SPEECHES 2 - 10		5 minutes
		6 minutes
		7 minutes
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TABLE TOPICS		1 minute
		1.5 minutes
		2 minutes
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SPEECH EVALUATIONS		2 minutes
		2.5 minutes
		3 minutes

Record each participant's name and time used.

When called to report by the General Evaluator, stand by your chair, announce the speaker's name and the time taken. You will be asked who among the Speakers, Table Topic Speakers, and Speech Evaluators exceeded their time limits. The reason for this is that at American Express Toastmasters Club, we vote for the Best Speaker, Best Table Topics Speaker and Best Speech Evaluator. Anyone of these speakers who were not within their time limits is disqualified.

A maximum of two minutes is allocated for the Timer's Report. Please stay within this time limit.

After the meeting – Return the stopwatch and timing signal device to the Sergeant at Arms or any of the Club Officers.

You can also refer to pages 64-65 of the Communication and Leadership Program manual or to pages 68-69 of the Competent Leadership manual for additional information on Timer.