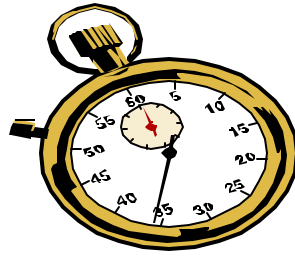


TIMER



READ: "Meeting Roles & Responsibilities" in the Communication & Leadership Manual, Page 72.

One of the purposes of Toastmasters is to teach people to express thoughts within a specific time interval. The Timer is responsible for monitoring time during the meeting and emphasizing the importance of time to everyone. Each segment of the meeting is timed.

Before the Meeting

AT LEAST 5 DAYS BEFORE MEETING:

- Confirm scheduled agenda participants with the Toastmaster and General Evaluator.
- Confirm the time required for each prepared speech with the Speakers.
- Prepare a brief explanation of the Timer's duties for the benefit of guests and new members.
- Study **Page 2** in order to understand the lengths of times for each segment.

Upon Arrival at the Meeting

- Ask the Sergeant-at-Arms for the timing light and stopwatch. Practice operating them.
- Make sure the timing light is placed where those at the lectern can easily see it, but is not obvious to others in the room.

During the Meeting

- On the attached "**TIMERS REPORT FORM**", record each Speaker's name and the time used.
- **ATTENTION:** If any speaker goes more than one minute over his allotted time, begin blinking the red light to let the speaker know he must end his speech immediately. (Every minute we lose makes someone late for work.)
- Give a report of times when called upon by either the Toastmaster or General Evaluator. (This should be after each segment of the meeting.)

After the Meeting

- Return timing light and stopwatch to the Sergeant-at-Arms.

SPEECHES (There is always a 30 second leeway on either side)

	TURN ON LIGHTS AT		
	GREEN	YELLOW	RED
4 - 6 minutes	4 min	5 min	6 min
5 - 7 minutes	5 min	6 min	7 min
8 - 10 minutes	8 min	9 min	10 min
10 - 12 minutes	10 min	11 min	12 min

- For longer speeches consult with the Speaker for Light Requirements.

TABLE TOPICS (Must speak at least 1 minute and not more than 2 minutes & 30 seconds – no leeway)

	TURN ON LIGHTS AT		
	GREEN	YELLOW	RED
	1 min	1 1/2 min	2 min

EVALUATORS (Must speak at least 2 minute and no more than 3 minutes & 30 seconds – no leeway)

Your report in this section will include the *Speech Evaluators and the General Evaluator* when he starts the General Evaluation portion of the meeting.

	TURN ON LIGHTS AT		
	GREEN	YELLOW	RED
	2 min	2 1/2 min	3 min

IMPORTANT: If any speaker goes more than one minute over his allotted time, begin blinking the red light to let the speaker know he must end his speech immediately. (Every minute we lose makes someone late for work.)

Example: If a speech is to go 5 to 7 minutes, the speaker is allowed to speak to 7 minutes 30 seconds. If the speaker should go to 8 minutes 30 seconds, then begin blinking the red light.