Timer Role and Responsibilities

The Timer is responsible for keeping track of time during the meeting.

I. Prior to the Meeting
   - Obtain from the Sergeant at Arms the Timer Tower and worksheet

II. During the Meeting
   - When the Toastmaster calls upon you to explain your role, stand up and use the following as an example to explain your role to the audience:

   My role as Timer is to monitoring time during prepared speeches, Table Topics and Evaluations. At the end of the meeting I will report the times of each participant. This will let you know if you delivered your presentation within the allotted time frame.

   - Explain Timing rules and demonstrate signal device.

   Prepared Speeches
   5 to 7 minutes (+ or – 30 seconds)

   At 5 minutes, I will show: The Green Light
   At 6 minutes I will show: The Yellow Light
   At 7 minutes I will show: The Red Card Light until the speaker is finished

   Evaluations
   2 to 3 minutes (+ or – 30 seconds)

   At 2 minutes, I will show: The Green Light
   At 2½ minutes I will show: The Yellow Light
   At 3 minutes I will show: The Red Light until the speaker is finished
Table Topics
1 to 2 minutes (Minimum 1 minute, maximum 2 + 30 seconds)

At 1 minute, I will show: The Green Light
At 1 ½ minutes I will show: The Yellow Light
At 2 minutes I will show: The Red Light until the speaker is finished

- Signal each speaker as indicated. Use the stopwatch to track all speeches, and record timings on the worksheet

- When called upon by the Toastmaster, Table Topics Master and General Evaluator stand by your chair and give your report.

III. After the Meeting

- Give your completed report to the Secretary.
# Timer's Worksheet

Meeting Date / Time:  

<table>
<thead>
<tr>
<th>Name</th>
<th>Time Allowed</th>
<th>Time Taken</th>
<th>Within Time</th>
<th>Over Time</th>
<th>Under Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### Speeches

Speaker #1:  

Speaker #2:  

Speaker #3:  

### Table Topics

Speaker #1:  

Speaker #2:  

Speaker #3:  

Speaker #4:  

Speaker #5:  

### Evaluators

Evaluator #1:  

Evaluator #2:  

Evaluator #3:  

Comments: