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 2 ½ 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: _____

	Name	Time Allowed	Time Taken	Within Time	Over Time	Under Time
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: