

Timer

The Timer has several important roles:

- To monitor the time of some meeting roles indicating progress with the timing lights
- Record the time spent on each meeting role for later feedback to the audience
- Present a report of the duration of meeting roles, table topics and speeches

Use a copy of the agenda to record the details for your report.

Become familiar with the Timing Lights and the stop watches. We have more than one timing device as speech competitions require two timers.

Each meeting component has an allotted time duration. It is your role to time each section and report progress using the lights for some roles.

Timing Meeting Assignments



Section	Time	Green	Amber	Red
Call to Order	2	Do not use lights		
President's Address	2	Do not use lights		
Laugh master	2	Do not use lights		
Table Topic	1	0'40'	0'50"	1'00"
Speaker	As per assignment, but typically:			
Icebreaker	4 - 6	4'00"	5'00"	6'00"
Regular	5 – 7	5'00"	6'00"	7'00"
Evaluators	3	2'00"	2'30"	3'00"
Listener/Grammarians	3	2'00"	2'30"	3'00"
General Evaluator	3	2'00"	2'30"	3'00"

Timing Light Sequence

At the beginning of the assignment ensure the timer lights are off. When the time for the green light has elapsed, move the switch so the green light is on. Wait until the time for the amber light has elapsed then move the switch to the amber position. When the time for the red light has elapsed, move the switch to the Red position. Leave the light on until the speaker has finished, then turn the lights off.

Remember that the lights are for the benefit of the speaker, providing feedback of the elapsed time of the speech.

How to time Table Topics

Each table topic speaker gets a green light at 40 seconds, amber light at 50 seconds and red light at 60 seconds. After ten more seconds press the buzzer once (and briefly!) to encourage the speaker to stop. When the speaker finishes, turn the timing lights off.

Keep track of the time of the entire Table Topics section. This section is allocated 10 minutes so let the chairman know when this time has nearly elapsed (around the 8 or 9 minute mark). The Chairman will notify the Table Topic master when there is only time for one (or two) more speakers.

How to time a speech

The Toastmaster will announce the time for green, orange and red lights. For example, green at 5 minutes, orange at 6 minutes and red at 7 minutes.

- When the time for the green light is reached, turn the dial to the **green** position.
- When the time for the amber light is reached, turn the dial to the **amber** position.
- When the time for the red light is reached, turn the dial to the **red** position.
- If the speaker is still speaking 30 seconds after the allocated time, press the buzzer for a second. Use your discretion and judgment about using the buzzer. Its purpose is to prevent the meeting from running way over time. Hopefully the speaker will finish, but repeat if needed. **The only exception is the icebreaker speech where the speaker is allowed to go overtime! Using the buzzer could destroy the new speaker's confidence.**

When the speaker has finished turn the dial to the off position.

How to prepare a Timer's Report

At the end of the meeting you will present your report. The time allocated for this is one minute.

During the meeting write down the time each person took to present their assignment. The best way to do this is to write the time against the name on the printed agenda. Record the following:

- The time the meeting started
- Call to order and welcome
- President's Address
- Laugh master
- For Table Topics, record the **names, topics** and **times** for each table topic. In your report you will then be able to say (for example) "Bill spoke about cricket for 55 seconds."
- The entire Table Topics session
- Speaker 1
- Speaker 2
- Speaker 3
- Evaluator 1
- Evaluator 2
- Evaluator 3
- Listener/Grammarian

Just remember that the purpose of the timer's report is to give feedback (a form of evaluation) on how well we spoke to time by presenting the actual times. Leave the analytical feedback to the General Evaluator.

Presenting the timing report is good experience in public speaking, so stand up and speak with confidence!