



LionCity

TOASTMASTERS CLUB

Where Speech Excellence Begins.....

When you are the Timer

The Toastmaster of the meeting will call on you to explain the timing rules.

One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. The timer is the member responsible for keeping track of time. Each segment of the meeting is timed. You should explain your duties and report to the Club clearly and precisely. This exercise is an excellent opportunity in practicing communicating instructions – something that we do every day.

PRIOR TO THE MEETING

- _ Confirm scheduled program participants with the Toastmaster and general evaluator.
- _ Confirm time required for each prepared speech with the speakers.
- _ 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.

UPON ARRIVAL AT THE MEETING

- _ Get timing equipment from the Sergeant at Arms. Be sure you understand how to operate the stopwatch and signal device and make certain that timing equipment works.
- _ Sit where the signal device can be seen easily by all.

DURING THE MEETING

- _ When introduced, explain the timing rules and demonstrate the signal device.
- _ Throughout the meeting, signal each program participant as indicated below.
 - Green for the minimum time stipulated
 - Amber for the in-between time stipulated
 - Red for the maximum time stipulated
 - Bell for maximum allowed time elapsed

For example, for a Prepared Speech of timing 5 to 7 minutes, the sequence is:

- Green for the 5th Minute
- Amber for the 6th Minute
- Red for the 7th Minute
- Ring the Bell 30 seconds (maximum allowed time lapsed) later at 7'30"

_ Record each participant's name and time used.

_ When called to report by the Table Topic Master, Toastmaster of the Evening, and/or general evaluator, stand up and announce the speaker's name and the time taken.

- State those who are eligible for awards
- Table Topic speakers should be +- 15 seconds of allowed time;
- Prepared speakers must be +- 30 seconds of allowed time;
- Evaluators must be +- 15 seconds of allowed time;
- Language Evaluator & General Evaluator +-30 seconds..

AFTER THE MEETING

_ Return the stopwatch and timing signal device to the Sergeant at Arms.

_ Inform the Prepared Speech Speakers and/or Evaluators of their timing if they request it from you.