

# Timer Role

One of the skills Toastmasters practice is expressing a thought within a specific time. As timer you are responsible for monitoring time for each speaker. You'll also operate the timing signal, indicating to each speaker how long he or she has been talking. Serving as timer is an excellent opportunity to practice giving instructions and time management – something we do every day.

Here's how to succeed as timer:

- Before the meeting:
  - Review the agenda. Fill in the names and times of the roles you know ahead of time onto the Timer's Report. This will include the speakers, evaluators, General Evaluator, Grammarian, you (as timer) and Tip and Joker roles
  - In person meeting: retrieve the timing equipment from the sergeant at arms. Be sure you understand how to operate the stopwatch and signal device, make certain the timing equipment works and sit where the signal device can be seen by the speakers.
  - On Zoom: be sure you have and can use the Zoom TM backgrounds or create Green, Yellow, and Red signals you can hold up to your camera. Use a timing device you have on hand (perhaps your phone.)
- At the meeting: The Toastmaster of the meeting will call on you to explain the timing rules and demonstrate the signal device. Here's what you should say:
  - Explain why timing is important in Toastmasters. This is done for members and guests. For instance, "One of the skills Toastmasters practice is expressing a thought within a specific time. Tonight I will record the times of our speakers in various roles."
  - Explain the color display you will show:
    - For 5 to 7 minute speeches, the green will be shown continuously starting at 5 minutes, the yellow at 6 minutes and the Red at 7 minutes until the speaker has finished. (if there are speeches that are different from 5 to 7 minutes, the green is shown at the start of the time range, yellow in the middle, and red at the end.)
    - For the Evaluators, green at 2 minutes, yellow at 2:30 minutes, Red at 3 minutes.
    - For the Table topics participants, green at 1 minute, yellow at 1:30 minutes, and red at 2 minutes.
  - Record the times on the time sheet. Timing should begin when a speaker begins to speak and end when they finish.
  - After each of the main speeches, the toastmaster will ask for one or two minutes from the timer. Display the green when you the start timing continuously until the end of the asked for time when you will display red. Be sure to drop the red when the Toastmaster acknowledges the end of the time.
  - Near the end of the meeting you will be called to report by the general evaluator. Announce each speaker's name and the time taken.
- After the meeting, give the completed timer's report to the secretary so he or she can record it in the minutes. For Zoom meetings, email a picture or scan of the report to the Secretary.

Take on this role and the new habits formed will serve you well in your private life and your career. People appreciate a speaker, friend or employee who is mindful of time frames and deadlines.