



Timer

Role Guide Version 2011.11.24

SUMMARY

One lesson practiced in speech training is expression of thought within a specific time. The timer is responsible to keep track of time. Each segment of the meeting is timed and timer explains duties and reports clearly and precisely to the club clearly. The results of the report will determine whether a speaker qualifies for an award at meeting's end.

COMPETENT LEADERSHIP (CL) MANUAL PROGRESS

This role also counts towards the CL manual. Taking this role will partly satisfy the requirements for Project Four: Time Management in the CL manual. Please make sure to find an evaluator before the meeting starts.

TIMER'S KIT

Timer's kit provide and inside are the following three items:

- _ Three laminated timing cards (red, yellow, and green),
- _ digital stop watch,
- _ role guide.

TIMING SPEAKERS

Do not time speakers while they answer the "theme question;" the theme-question does not map onto a timing action. Display the green signal device by holding it up until the speaker makes eye-contact with it and then withdraw it. Repeat the process at the center time (yellow) and maximal time (red). Timer repeats this process for all speakers throughout the session. All participants who stand on stage are subject to timing rules.

PROCEDURE

Three colored laminated cards are provided. The exact timing of when to show the speaker a card depends on speaker project. Please consult beforehand how long each speaker is allowed to present. Throughout the meeting, signal each program participant as indicated. Ensure the speaker makes eye contact before withdrawing the card.

SIGNALING DEVICES

Show the green card when the speaker has spoken for the minimum amount of time. The minimum time will change according to the speaker's project. Show the yellow midway; show the red card when the speaker has spoken for the maximum amount of time. Again, the maximum amount time allowed changes depending on project. Each speaker will be given a thirty-second grace period. This is the absolute maximum amount of time the presenter can speak. When time has elapsed, indicate to the speaker by holding up the red card until the speaker sits down.

TIMER'S REPORT

Give your report three times during the meeting.

- _ Table-topics master will call for your report then,
- _ Toastmaster will call for your report then,
- _ General evaluator will call for your report then.

Record each participant's name and the duration of the presentation. When called to report stand by your chair, announce the speaker's name and the time elapsed. An optional script is provided for you at the end of this document.

CONCLUSION

After the meeting has ended please return the stopwatch and timing cards and this role guide to the Sergeant at Arms.

SCRIPT

Good evening Toastmasters and welcomed guests, I will show the green card when the speaker has spoken for the minimum time, the red card when the speaker has spoken for the maximum time. A thirty-second period graces each end and the speaker must finish or be disqualified from winning an award. During the presentation, I will show the YELLOW card to signal to the speaker they have reached the middle point of their presentation. I will then give me report during the meeting. I now give my control back to the Toastmaster.