

# MENAI TOASTMASTERS CLUB



## TIMER

The Timer must ensure that all speakers can view the timing lights without hindrance at all times.

The Timer is responsible for advising the Chairman when a segment of the business session is running over time, and recording the timing of:

1. The start and finish times of each segment, (as set out in the meeting agenda).
2. All the Table Topics answers, (60 seconds plus or minus 10 seconds).
3. All the Speeches, (time limits for speeches are found in the objectives of each speaking project).
4. All the Evaluations including Parliamentarian's evaluation, (2 minutes per evaluation, maximum time – 2.5 minutes).
5. Table Topics evaluation of each speaker, (15 seconds per speaker and avoid repeating the Topic).
6. The Grammarian, (3 minutes).
7. Point of View, (2 minutes for Point of View, 1 minute for each response).
8. Listening Critic, (3 minutes).
9. Table Tonic if used, (as appropriate).

**Table Topics:** start the stopwatch when the speaker utters the first word, sound, communication with the audience of any type, and sound the bell or buzzer when 60 seconds has been reached. Keep the stopwatch going until the speaker has finished and record the time of the answer. **(Do not use lights for Table Topics).**

**Speeches:** start the stopwatch when the speaker utters the first word and display the green, amber and red lights as instructed by the Toastmaster, i.e. for a 5 to 7 minute speech, turn on the green light at 5 minutes, switch to the amber light at 6 minutes and switch to the red light at 7 minutes. Leave the red light on until the speaker has finished the speech and record the time of the speech. (Do not sound the bell or buzzer for speeches).

**Evaluations:** start the stopwatch when the evaluator utters the first word and sound the bell when 2 minutes has been reached and record the time of the evaluation. **(Do not use lights for evaluations).**

**Point of View: (If on the Agenda)** start the stopwatch when the speaker utters the first word and sound the bell at 2 minutes for the presenter, and sound the bell at 1 minute for each response. **(Do not use lights Point of View).**

**Listening Critic:** start the stopwatch when the speaker utters the first word and sound the bell or buzzer at 3 minute. **(Do not use lights Listening Critic).**

The Timer's report should include the scheduled start and finish times of each segment and the actual times, mentioning if under or over the time limit. The times reported for Table Topics are those times under 50 seconds or over 70 seconds. There is no need to report the times of answers within the time limits. Include the times of each speech in the report and if under or over the time limits.

The evaluations will not have yet been delivered when the Timer gives the Time Report, so just record the times of each evaluation in case the Master Evaluator asks for them after the completion of the evaluation segment.

VER:1.5.08