MENAI DISTRICT 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:

- The start and finish times of each segment, (as set out in the meeting agenda).

- All the Table Topics answers, (Buzzer to be sounded at 60 seconds – _No lights are used during the Table Topic Session_).

- All the Speeches, (time limits for speeches are found in the objectives of each speaking project).

- All the Evaluations are 3 minutes (Green Light at 2 minutes, Amber Light at 2.30 minutes and Red Light at 3 minutes).

- Table Topics evaluations of each speaker, (20 seconds per speaker and avoid repeating the Topic).

- The Grammarian, Listener, Timer and Um/Ah Counter, (are all 3 minutes).

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 or gestures and display the green, amber and red lights as instructed by the Toastmaster:-

i.e. for a 5 to 7 minute speech;
Green light at 5 minutes
Amber light at 6 minutes
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 display the green, amber and red lights as instructed by the Master Evaluator:-

i.e. for a 2 to 3 minute evaluation;
Green light at 2 minutes
Amber light at 2.30 minutes
Red light at 3 minutes

Listener: Start the stopwatch when the speaker utters the first word and display the green, amber and red lights as instructed by the Master Evaluator:-

i.e. for a 2 to 3 minute evaluation;
Green light at 2 minutes
Amber light at 2.30 minutes
Red light at 3 minutes

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: (3) JUNE 2012