

## Timer

The Timer has several important roles:

- To monitor the time of some meeting roles indicating progress with the timing lights
- Record the time spent on each meeting role for later feedback to the audience
- Present a report of the duration of meeting roles, table topics and speeches

Use a copy of the agenda to record the details for your report.

Become familiar with the Timing Lights and the stop watches. We have more than one timing device as speech competitions require two timers.

Each meeting component has an allotted time duration. It is your role to time each section and report progress using the lights for some roles.

### Timing Meeting Assignments



Section	Time	Green	Amber	Red
Call to Order	2	1'00"	1'30"	2'00"
My 2 Mins	2	1'00"	1'30"	2'00"
Speaker	As per assignment, but typically:			
Icebreaker	4 - 6	4'00"	5'00"	6'00"
Regular	5 – 7	5'00"	6'00"	7'00"
Longer	As specified			
Evaluators	3	2'00"	2'30"	3'00"
Table Topic	1	0'40"	0'50"	1'00"
Ah Counter Grammarian	1	0'40"	0'50"	1'00"
General Evaluator	5 – 7	5'00"	6'00"	7'00"

### Timing Light Sequence

At the beginning of the assignment ensure the timer lights are off and the device is turned on. When the time for the green light has elapsed, move the switch so the green light is on. Wait until the time for the amber light has elapsed then move the switch to the amber position. When the time for the red light has elapsed, move the switch to the Red position. Leave the light on until the speaker has finished, then turn the lights off.

Remember that the lights are for the benefit of the speaker, providing feedback of the elapsed time of the speech.

**Online Meeting Note:** Alternative to timing lights: download and change timer start/coloured/buzzer virtual backgrounds, hold coloured cards/objects or Toastmasters timer app up to the webcam, unmute and say 'green', 'amber' and 'red'. Type 'green', 'amber', 'red' into the chat.

**Online Meeting Note:** Alternative to buzzer: download and use buzzer sound through screen share audio, tap a cup (with a loud enough sound) or unmute and say “buzz” or clap or ask to be co-host so you can mute when speakers is over time. Buzzer is important for debates and election campaign speeches.

### **How to time a speech**

The Toastmaster will announce the time for green, orange and red lights. For example, green at 5 minutes, orange at 6 minutes and red at 7 minutes.

- When the time for the green light is reached, turn the dial to the **green** position.
- When the time for the amber light is reached, turn the dial to the **amber** position.
- When the time for the red light is reached, turn the dial to the **red** position.
- If the speaker is still speaking 30 seconds after the allocated time, press the buzzer for a second. Use your discretion and judgment about using the buzzer. Its purpose is to prevent the meeting from running way over time. Hopefully the speaker will finish, but repeat if needed. **The only exception is the icebreaker speech where the speaker is allowed to go overtime! Using the buzzer could destroy the new speaker’s confidence.**

When the speaker has finished turn the dial to the off position.

**Online Meeting Note:** Alternative to buzzer (test before the meeting starts): bang/tap a hard object, unmute and clap or say “buzz”, download and audio screen share a sound buzzer file, ask the technical host to mute the speaker and unmute the Toastmaster or Chair.

### **How to time Table Topics**

Each table topic speaker gets a green light at 40 seconds, amber light at 50 seconds and red light at 60 seconds. After ten more seconds (and every ten seconds thereafter) press the buzzer once (and briefly!) to encourage the speaker to stop. When the speaker finishes, turn the timing lights off.

Keep track of the time of the entire Table Topics section. Let the chairman know when the end time has nearly been reached (1-2 minutes before the segment should end). The Chairman will notify the Table Topic master when there is only time for one (or two) more speakers.

### **How to prepare a Timer's Report**

At the end of the meeting you will present your report. The time allocated for this is one minute.

During the meeting write down the time each person took to present their assignment. The best way to do this is to write the time against the name on the printed agenda.

Record the following:

- The time the meeting started
- Call to order and welcome
- My 2 Minutes
- Speaker 1
- Speaker 2
- Speaker 3

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- Evaluator 1
- Evaluator 2
- Evaluator 3
- For Table Topics, record the **names**, **topics** and **times** for each table topic. In your report you will then be able to say (for example)  
“Bill spoke about cricket for 55 seconds.
- The entire Table Topics session
- Grammarian
- Ah Counter

Just remember that the purpose of the timer's report is to give feedback (a form of evaluation) on how well we spoke to time by presenting the actual times. Leave the analytical feedback to the General Evaluator.

Presenting the timing report is good experience in public speaking, so stand up and speak with confidence!

**Pathways Note:** After the meeting, login to Pathways and update your profile with the meeting date.