



# Timer

*As Timer of the meeting, you help the meeting participants to be aware of the timing of their roles. You are responsible to maintain precise timing, the hallmark of a professionally run meeting.*



**Speaking**



**Arrive by**

**5:50PM**

**Leadership**



**Speaking Time**

**1 min**

**Organization**



## Before the meeting

- Check with the Chairperson and with the Toastmaster of the Meeting for any special timing requirements,
- Make sure you have a functioning stopwatch and test the timing cards before the meeting starts.

# Your Role Explanation

- When asked to explain the timing procedures, stand up and come to the front, and announce the timing rules:
  - Green card means you are within your time,
  - Yellow card means your time is running out,
  - Red card means it is time to wrap up,
  - 30 seconds after the red card, you will be clapped off stage.
- Explain why it's important to not go over time. For example, we disqualify people when they go over time because if you go over time during a contest you would also be disqualified,

# Speech Timing and Qualification Rules

- Time each participant according to the timing rules even if you have not been specifically asked to do so,
- If a Speaker has gone overtime, they have 30 seconds to wrap up. After the 30 seconds, begin applauding loudly as a cue for other members to applaud\*,
- **\*Except for icebreaker speeches! If the speaker is delivering their icebreaker, let them finish, even if they go over their time limit and 30 seconds grace period!**
- Keep track of the times of Table Topics Speakers, Prepared Speakers and Evaluators. When asked by the Chairperson if any Speakers are disqualified, rise and state their names only (no other comments are needed),
  - Speakers still qualify if they ended 30 seconds before the green card, or 30 seconds after the red card. For example, in a 5-7 minute speech:
    - 4:29 - disqualified,
    - 4:30 - qualified,
    - 7:30 - qualified,
    - 7:31 - disqualified.

# Keeping the Meeting on Time

You are responsible for ensuring that the meeting ends on time and that each meeting session fits within its timing block. At key points in the meeting, you might be asked to use your authority as timer and provide timing allowances. Here are some examples:

The Toastmaster asks you how long the break will be

Break should be at least five minutes, and not more than ten minutes unless there is a special occasion like a birthday cake. Aim to end the break at the time indicated on the agenda.

#### **example**

- It is **6:50**
- Agenda says break ends at 6:59
- Tell the Toastmaster that break will be 9 minutes
- Call everyone back into the room at **6:57** so that they are in their seats by **6:59**

The Table Topics Master asks you how many Table Topics they can give

You should allow at least three Table Topics, even if the meeting is behind schedule. If the meeting is ahead of schedule, then allow the Topics Master to continue until the meeting is only two minutes ahead of schedule.

#### **Behind schedule example**

- It is **7:05**
- Table Topics should end at 7:05
- Allow the Topics Master to give two Table Topics

#### **Ahead of schedule example**

- It is **6:58**
- Table Topics ends at 7:10
- Allow the Topics Master to give Table Topics until **7:08**

The meeting starts late

Tell the SAA, Chairperson and Toastmaster that the meeting is behind schedule and they should minimize their intros so that we can catch up. Tell the short roles to be concise.

The first half of the meeting falls behind schedule

During the break, speak to the Table Topics Master and General Evaluator, and tell them to minimize the explanations of their sessions. Tell the Chairperson to end the meeting concisely and to communicate to guests that their closing comments should also be concise.

 *Rock Your Role!*

- Always call the meeting back to order 2 minutes before the break ends, because it will take time for everyone to return to their seats,
- When a speaker goes 30 seconds past the red card, clap them off the stage. For icebreaker speeches, and non-Toastmaster guests, use a hand-signal to tell them to wrap up. Guests might not understand the timing procedures and should not be embarrassed.
- Begin timing as soon as the speaker begins speaking or makes any gesture that signals the beginning of their speech. Do not start timing while the speaker appears to preparing themselves, or waiting for the audience to quiet down.