

## The Timer

### **Role/Function:**

Learning to express your thoughts within a specific time interval is an important part of the training and practice that Toastmasters offers its members. As Timer, you will be informing the group of the timing guidelines, enforcing these guidelines, and reporting back to the membership on how well individuals did in meeting their timing objectives.

### **Key Responsibilities:**

\* Keep track of time and provide speakers with feedback regarding the length of their speech, and whether or not they "qualified" to be included in the voting process - Best Tabletopics speaker, Best Speaker and Best Evaluator. Please explain the qualification for awards or guests will be wondering "Qualify for what?" Timing begins the moment the speaker begins communicating with the audience, whether that is through speaking, singing, gesturing, chanting, etc. Timing objectives for prepared speeches are defined in the speech manuals and must be followed unless approved by the VPE. Report to the VPE if the timing requested by the speaker does not match what is defined in the manual.

### **\* Tabletopics:**

Speaker qualifies for Best Tabletopics vote if he/she speaks between 1 minute and 2 minutes 30 seconds. There is no 30 second grace period for Tabletopics – a participant must speak a minimum of 1 minute to qualify for awards. Guests who participate may be considered automatically qualified. You should demonstrate the lighting device for the benefit of the guests, but to save time during your explanation, you only need to do this once.

The lights will come on at the following intervals:

- \* 1:00: Green light, qualification for award
- \* 1:30: Yellow light
- \* 2:00: Red light
- \* 2:30: Flashing red light, disqualification for award
- \* 3:00: Time is up, begin applause

### **\* Prepared Speeches:**

Speaker qualifies for Best Speaker vote if he/she speaks within 30 seconds plus or minus of their specified times. In other words, there is a 30 second grace period for award qualification before the minimum time specification. Introduce speakers and the specified times for their speeches in presentation order.

For example: A 5-7 minute speech will be signaled at the following intervals:

- \* 4:30 (or 30 seconds prior to minimum time): Qualification for – no light signal for this
- \* 5:00 (or minimum time): Green light
- \* 6:00 (or midway point): Yellow light
- \* 7:00 (or maximum time): Red light
- \* 7:30 (or 30 seconds past maximum time): Flashing red light, disqualification for award
- \* 8:00 (or 1 minute past maximum time): Time is up, begin applause

### **\* Speech Evaluations:**

Evaluator qualifies for Best Evaluation vote if he/she speaks between 2 minutes and 3 minutes 30 seconds. There is also a 30 second grace period for evaluations, so an evaluator qualifies if he/she speaks at least 1 minute 30 seconds. Keep that in mind when giving your report.

The lights will come on at the following intervals:

- \* 1:30: Qualification for award – no light signal for this
- \* 2:00: Green light
- \* 2:30: Yellow light
- \* 3:00: Red light
- \* 3:30: Flashing red light, disqualification for award
- \* 4:00: Time is up, begin applause