

Margaret Wan

also known as

Magic Wan



Every Meeting is a Show: The Role of the Timer

Prior to the meeting:

- ★ Confirm assignment with the general evaluator.
- ★ Be prepared to explain timing rules and how timing signals will be given (see script below).
- ★ Arrive early at the meeting to finish last-minute details and settle down before the meeting starts.

Upon arrival at the meeting:

- ★ Get timing lights or card and timer's report form (if your club uses one) from the Sergeant-at-Arms and check that the equipment works.
- ★ Sit where everybody can see the signaling device easily.

During the meeting:

- ★ Record the start time and end time of each segment of the meeting.
- ★ Signal each program participant according to the timing rules. Begin timing with the speaker's or evaluator's first definite verbal or non-verbal communication with the audience. This usually will be the first word uttered, but would include any other communication such as sound effects or a staged act by another person.
- ★ Record the time used by each table topics speaker, speaker, and evaluator.
- ★ When called on by the general evaluator, give a report from your record. Your duty is to provide the timing report, **not** to give a speech or an evaluation. Your report should take no more than 1 minute.

After the meeting:

- ★ Return the timing device to the Sergeant-at-Arms.
- ★ Give the completed timer's report to the Secretary.

The Role of the Timer Script

One of the skills we learn in Toastmasters is how to conduct a program or deliver a speech within strict time limits. As Timer, I am responsible for keeping track of time. For prepared speeches with a time of 5 to 7 minutes, the green light (card) comes on at 5 minutes, the amber light (card) comes on at 6 minutes, and the red light (card) comes on at 7 minutes. The speaker has 30 seconds to wrap up. Table Topics responses are for 1 to 2 minutes. The green light (card) comes on at 1 minute, the amber light (card) comes on at 1½ minutes, and the red light (card) comes on at 2 minutes. Speech evaluations are for 2 to 3 minutes. The green light (card) comes on at 2 minutes, the amber light (card) comes on at 2½ minutes, and the red light (card) comes on at 3 minutes. Prior to the conclusion of the meeting, I shall give my report.

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