# Time Keeper - Do you have the time?

One of the skills Toastmasters practice is expressing a thought within a specific time. People appreciate a speaker, friend or employee who is mindful of time frames and deadlines.

As a timer, you are responsible for monitoring time for each meeting segment and each speaker and each report. You will also operate the timing signal, indicating to each performer how long he or she has been talking. Serving as timer is an excellent opportunity to practice giving instructions and time management – something we do every day.

What to do for the role: Prepare a brief explanation of your duties, emphasizing timing rules and how timing signals will be given. For the benefit of guests and new members, be sure to use the clearest possible language and rehearse your presentation. Furthermore, the timekeeper's role is required only for project n.4 in your competent leadership manual. Make sure you prepare for this project and deliver your CL manual to the General evaluator in order to receive written evaluation on your time management skills. Finally, check on your easy speak account, that you role as timer is registered to the appropriate project number.
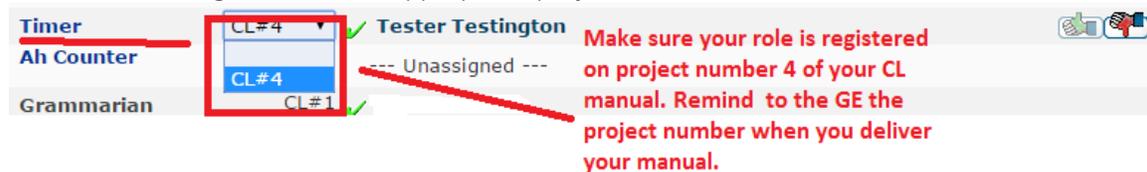
Prior to the Meeting
- Obtain from the Sergeant at Arms or other officer the Time cards and other tools.

During the Meeting
- When the Toastmaster calls upon you to explain your role, stand up and use the following as an example to explain your role to the audience:

My role as Timer is to monitoring time during prepared speeches, Table Topics and Evaluations. At the end of the meeting, I will report the times of each participant. This will let you know if you delivered your presentation within the allotted time frame.

- Explain Timing rules and demonstrate signal device.

  Prepared Speeches and General Evaluator report
  5 to 7 minutes (+ or – 30 seconds) / At 5 minutes, I will show: The Green Light - At 6 minutes I will show: The Yellow Light - At 7 minutes I will show: The Red Card Light until the speaker is finished. Review carefully before the meeting, the speeches and segments taking place. Some speeches require 4-6 minutes, others 8-10 minutes and some educational presentations last 15 minutes, therefore different timing rules apply.

  Speech Evaluations
  2 to 3 minutes (+ or – 30 seconds)/ At 2 minutes, I will show: The Green Light - At 2 ½ minutes I will show: The Yellow Light - At 3 minutes I will show: The Red Light until the speaker is finished.

<u>Table Topics and reports</u>
1 to 2 minutes (Minimum 1 minute, maximum 2 + 30 seconds)
At 1 minute, I will show: The Green Light - At 1 ½ minutes I will show: The Yellow Light -
At 2 minutes I will show: The Red Light until the speaker is finished

- In our club we allocate 7 minutes for the report of the General Evaluator, therefore it should be timed as a normal speech (5-6-7 minutes). Nevertheless, as the GE report is after the timers report, you do not get to report his/her timing, but still you need to keep track, use the card indicators and interrupt if they are over time.

- Allow 30 seconds after the red card is up for the speaker, evaluator etc. to finish. When the 30 seconds are up, you are allowed to interrupt them.

- Signal each speaker as indicated. Use the stopwatch/ mobile phone to track all speeches, and record timings on the worksheet.

- When called upon by the Toastmaster/ General Evaluator give your report.

After the Meeting return the timing equipment to the officers.

How to time the segments of the meeting

Your role is not only to keep time for the speakers and the evaluations, but during all the meeting. You are in charge to make sure we start the meeting at 18:00 and not later. Also, every part in the agenda you have to let the toastmaster know if he/she is running out of time. For example the introduction part, where the toastmaster present the roles, self-introduction etc. it is usually 10 minutes. You can talk with the toastmaster before the meeting starts and agree on a way that you can let him/her know when 5 minutes have passed, and when there is very little time left and he/she has to close the introduction part.

Furthermore, at the introduction part, some of the participants have to come up and introduce their role. They only have one minute available and you have to use the card indicators to inform them about their time taken. At your report, you do not report their introduction time but only their actual report/evaluation time.

The above guidelines are for a smoother conduct of our meetings. When you will get up in the end to report the time taken, you have to report only the speakers, the evaluators, the table topic speakers, the grammarian and ah counter reports. Not everything in the meeting!

It is highly advisable that you look at the agenda before the meeting starts and see how the minutes are allocated in the different segments and/or if there are any out of the ordinary (timewise) speeches.