



Timer Guidance

Version	Date	Reviewer	Notes
1.1	25/11/22	MJW	Updated to reflect changes implemented following completion of hybrid trial

Overview:

One of the skills Toastmasters practice is expressing a thought within a specific time. The timer is responsible for monitoring time for each meeting segment and each speaker.

Before the Meeting:

- Prepare an explanation of your role/timings for the beginning of the meeting.
- Familiarise yourself with the Agenda (via [Easyspeak](#) in advance or tiny.cc/LPSagenda on the night).
- Bring a sufficiently accurate timing device (e.g. mobile phone, stopwatch, etc.) and something to record the timings **Example Timing Sheets**
- Determine how you will indicate maximum speaking time has been reached (e.g. jangle keys, bang table, play music, etc.)
- Please aim to arrive by 6:45 PM.
- The timing/signalling equipment should have been laid out by the Sergeant at Arms on a table at the front of the stage. Ask the SAA if you are unsure how to operate it.

During the Meeting:

- When first introduced, come onto the stage and succinctly explain your role, referencing the agenda and demonstrating the signals (green, amber, red). **Example Introduction**
- You will be asked back on stage three times to report on the timings of –
 - Prepared speeches
 - Table Topics Speakers
 - Evaluators (including Table Topics Evaluator(s))
- For each timed speech indicated above, update the signals as shown on the agenda.
 - If using the electric light have the signal set to blue as neutral when each speaker begins

- If the speaker goes over the maximum time (30 seconds after the red signal) clearly indicate with an audible signal that they are over their allocated time and ensure that they acknowledge this.
- When they complete their speech record each participant's name and speech duration for your timekeeper reports.
- For prepared speeches the Toastmaster will indicate a period of time (usually one minute) to be allocated for feedback. Once this allocated time has elapsed indicate with a red signal.
- While you will not be asked to report on the times taken by other role-holders it can be helpful guidance to update the signals in line with the agenda, although you should not audibly indicate overtime.
- When called to report by the Toastmaster, come onstage and announce –
 - the item you are reporting on (e.g. speech, table topic, evaluation)
 - the participant's name
 - time taken.
 - **Example Report**
- It is good practise to –
 - not carry the agenda with you (perhaps use a small card)
 - give the minimum and maximum allotted times for each speaker
 - refrain from giving any personal opinion on the speech

After The Meeting:

- Ensure when the meeting concludes the timing signals are returned to the Sergeant at Arms
- Enjoy the feeling of a job well done 😊

Example Introduction

'Good evening Mister/Madam President, Mister/Madam Toastmaster, fellow Toastmasters and most welcome guests.

One of the important lessons to be learnt on the path to becoming a competent speaker is to be able to express a thought within a specific amount of time. To this end, every Toastmasters meeting has an official Timekeeper who records time for all participants and provides timing reports at various points throughout the meeting.

Today it's my pleasure to be your Timekeeper.

If you look at the agenda, you will see three columns with numbers next to each of the speaking slots – green, amber and red.

The number in the green column is the minimum expected duration in minutes for that slot. At this point I will show the speaker the green signal. Like this [indicate green signal]

The number in the amber column signifies that the speaker is close to the end of their allocated time. At this point I will show the speaker the yellow signal. [indicate yellow signal]

When the speaker sees the yellow signal they should start to wrap up their speech.

Finally, the number in the red column is the maximum expected duration for the slot. At this point I will show the red signal. [indicate yellow signal]

When a speaker sees the red signal, they must wrap up their speech as quickly as possible.

Anyone still speaking thirty seconds after the red card is shown will hear me jangling my keys.

The speaker should hand back to the Toastmaster as quickly as possible after the red signal has been shown otherwise they risk limiting the opportunity for others to speak later in the meeting.

I will give reports on the times of our speakers during the meeting.

Mister/Madam Toastmaster'

Example Report

'We had four speakers this evening,

Our first speaker was Andy Smith with a speech entitled 'My Journey'.

Andy was aiming to meet a minimum time of 5 minutes and a maximum of 7 minutes. Andy spoke for 6 minutes 20 seconds.

Our second speaker was ..."

Example Timing Sheets

Prepared Speeches			
Speaker	Duration	Min Time	Max Time
1 st			
2 nd			
3 rd			
4 th			

Table Topics		
Name	Topic	Duration (1 to 2 min)
1 st		
2 nd		
3 rd		
4 th		
5 th		
6 th		

Evaluations		
Evaluator	Speech Evaluated	Duration (2 to 3 min)
1 st		
2 nd		
3 rd		
4 th		
		Duration (6 to 8 min)
TT	Table Topics	