

Timer

The ability to speak within designated time limits is a sure mark of professionalism. Three major segments of the Toastmasters meeting are timed, and must fall within a certain time limit in order to qualify for the voting process: speeches, evaluations, and table topics. The timer also monitors the progress of the meeting, to make sure that the Agenda is being followed.

The Timer operates a digital clock and a set of three lights (green, yellow, red). Based on the type and length of each speech, the lights come on at these time intervals:

Type of Talk	Time Limit	Green Light On	Yellow Light On	Red Light On	Margin allowed
Speech	5-7 minutes	5:00	6:00	7:00	+/-30 seconds
Speech	10-12 minutes	10:00	11:00	12:00	+/-30 seconds
Evaluation	2-3 minutes	2:00	2:30	3:00	+/-30 seconds
Table Topic	1-2 minutes	1:00	1:30	2:00	+/-15 seconds

As soon as the green light comes on, speakers know that they've spoken for the minimum recommended length of time for the assignment. When the yellow light comes on, they realize that they should be near the end of their talk, and when the red light is on, they need to wrap things up, as they only have a small leeway of time left before they are disqualified.

There is a 30 second margin on both sides of *speeches* and *evaluations*. This means that a 5-7 minute speech can be as short as 4:30 or as long as 7:30 and still satisfy the time requirements.

Checklist

Before the Start of the Meeting

- Retrieve lights and clock from Storage Area
- Use masking tape to secure light electrical cord by taping it to the carpet; plug in lights
- Discuss and record the times for each speech that evening with the Toastmaster

During the Meeting

- Monitor the clock carefully for each speech, evaluation or table topic, and turn lights on and off as required. Don't forget! It's easy to get distracted by a speech!
- Record the time for each speaker, table topic participant and evaluator
- Monitor progress of meeting and make note of where meeting falls behind
- If the meeting is obviously falling behind, the Timer may be asked to let the group know where the meeting stands in terms of the Agenda

During the Report

- Upon being asked to make a report, stand and announce whether or not everyone qualified: that is, did everyone perform within the designated time limits

After the Meeting

- Put the clock and lights away in the storage area.