

Timer

One of the skills Toastmasters practice is expressing a thought within a specific time. As timer you are responsible for monitoring time for each meeting segment and each speaker. You'll also operate the timing signal, indicating to each speaker 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.

Here's how to succeed as timer:

1. Before the meeting, confirm with the Toastmaster the times each speaker will need.
2. On meeting day, set up the timing equipment where it can be seen by all. Make sure you understand how to operate the stopwatch and signal device.
3. The Toastmaster of the meeting will call on you to explain the timing rules and demonstrate the signal device.
4. Throughout the meeting, listen carefully to each program participant and signal their times accordingly. Record each participant's name and time used.
5. When you're called to report by the Topicsmaster, Toastmaster or general evaluator, announce the speaker's name and the time taken.
6. After the meeting, return the stopwatch and timing signal device. Give the completed timer's report to the secretary so he or she can record it in the minutes.

Take on this role and the new habits formed will serve you well in your private life and your career. People appreciate a speaker, friend or employee who is mindful of time frames and deadlines.

