The Timer

Role/Function:
Learning to express your thoughts within a specific time interval is an important part of the training and practice that Toastmasters offers its members. As Timer, you will be informing the group of the timing guidelines, enforcing these guidelines, and reporting back to the membership on how well individuals did in meeting their timing objectives.

Key Responsibilities:
* Keep track of time and provide speakers with feedback regarding the length of their speech, and whether or not they "qualified" to be included in the voting process - Best Tabletopics speaker, Best Speaker and Best Evaluator. Please explain the qualification for awards or guests will be wondering "Qualify for what?" Timing begins the moment the speaker begins communicating with the audience, whether that is through speaking, singing, gesturing, chanting, etc.

*** Tabletopics:**
Speaker qualifies for Best Tabletopics vote if he/she speaks between 1 minute and 2 minutes 30 seconds. There is no 30 second grace period for Tabletopics – a participant must speak a minimum of 1 minute to qualify for awards. Guests who participate may be considered automatically qualified. You should demonstrate the lighting device for the benefit of the guests, but to save time during your explanation, you only need to do this once.
The lights will come on at the following intervals:

* Green light at 1 minute, qualification for award at 1 minute
* Yellow light at 1 minute 30 seconds
* Red light at 2 minutes
* Flashing red light at 2 minutes 30 seconds, disqualification for award

*** Prepared Speeches:**
Speaker qualifies for Best Speaker vote if he/she speaks within 30 seconds plus or minus of their specified times. In other words, there is a 30 second grace period for award qualification before the minimum time specification. Introduce speakers and the specified times for their speeches in presentation order.

For example: A 5-7 minute speech will be signaled at the following intervals:

* Qualification for award at 4 minutes 30 seconds – no light signal for this

* Green light at 5 minutes
* Yellow light at 6 minutes
* Red light at 7 minutes
* Flashing red light at 7 minutes 30 seconds, disqualification for award

*** Speech Evaluations:**
Evaluator qualifies for Best Evaluation vote if he/she speaks between 2 minutes and 3 minutes 30 seconds. There is also a 30 second grace period for evaluations, so an evaluator qualifies if he/she speaks at least 1 minute 30 seconds. Keep that in mind when giving your report.
The lights will come on at the following intervals:

* Qualification for award at 1 minute 30 seconds – no light signal for this

* Green light at 2 minutes
* Yellow light at 2 minutes 30 seconds
* Red light at 3 minutes
* Flashing red light at 3 minutes 30 seconds, disqualification for award