

TIMER

EXPLANATION OF ROLE

It's important that we learn to stay within given time frames whether we're giving a table topic, a speech or an evaluation. It's also important that the meeting as a whole adhere to its time frame.

For Table Topics, I will give (*unless other directed by the Topicmaster*) the green light at 1 minute, the yellow light at 1 and a half minutes and the red light at 2 minutes. To qualify for best Table Topics speaker, you must speak until the green light comes on and no longer than 30 after the red light. To qualify for best speaker and best evaluator, you must speak for no less than 30 seconds before the minimum time and no more than 30 seconds after your maximum time.

RECORD FOR TIMER

Table Topics	
Name	Time

Speeches		
Name	Lights requested at	Actual time of speech

Evaluations	
Name	Time

NOTES

- 1) *Watch timing of each section and give Chair of that section of the meeting a signal when there's about one or two minutes left. Arrange this with the Chair, Topicmaster, Toastmaster and General Evaluator.*
- 2) *Time the break and let the Chair know when there's about a minute left in the break so people can start taking their seats.*