

## Briefing for Time Keeper

*When you are the*

# TIMER

The Toastmaster of the meeting will call on you to explain the timing rules. One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. The timer is the member responsible for keeping track of time. Each segment of the meeting is timed. You should explain your duties and report to the Club clearly and precisely. This exercise is an excellent opportunity in practicing communicating instructions – something that we do every day.

### PRIOR TO THE MEETING

- Confirm scheduled program participants with the Toastmaster and general evaluator.
- Confirm time required for each prepared speech with the speakers.
- Write out your explanation in the clearest possible language and rehearse it. For the benefit of guests, be sure to emphasize timing rules and how timing signals will be given.

### UPON ARRIVAL AT THE MEETING

- Get timing equipment from the Sergeant at Arms. Be sure you understand how to operate the stopwatch and signal device and make certain that timing equipment works.
- Sit where the signal device can be seen easily by all.

### DURING THE MEETING

- When introduced, explain the timing rules and demonstrate the signal device.

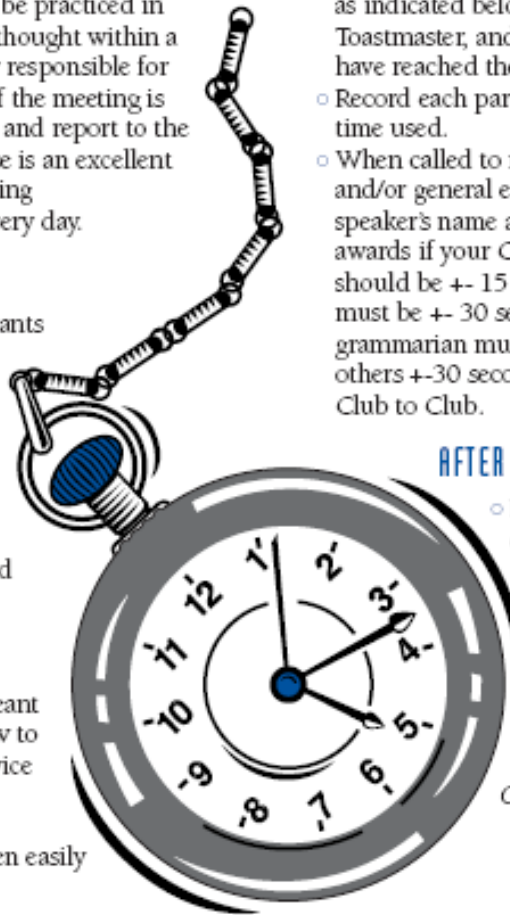
- Throughout the meeting, signal each program participant as indicated below. In addition, signal the chairman, Toastmaster, and table topics master with red when they have reached their allotted or agreed upon time.
- Record each participant's name and time used.
- When called to report by the topic master, Toastmaster, and/or general evaluator, stand by your chair, announce the speaker's name and the time taken. State those eligible for awards if your Club issues awards. Generally topic speakers should be  $\pm 15$  seconds of allowed time; prepared speakers must be  $\pm 30$  seconds of allowed time; the ah counter and grammarian must be  $\pm 15$  seconds of allowed time; all others  $\pm 30$  seconds. However, these times may vary from Club to Club.

### AFTER THE MEETING

- Return the stopwatch and timing signal device to the Sergeant at Arms.
- Give the completed timer's report to the Secretary for recording speech times in the minutes if this is done in your Club.

### RESOURCES

*Time Prompt* (Catalog No. 6620)  
*Cardboard Timer* (Catalog No. 901)



Thank you for taking up the post and I hope this would mean a good start to the Toastmasters journey.

As a time keeper, basically you keep time during the meeting so that the meeting can move within the scheduled time. It would be good if you could bring along any time keeping device with you, like a timer, a mobile phone, or a watch with timing functions. We will provide you with three cards, or files actually, a green one, a yellow one and a red one.

The timing system goes like this:

Start timing for any verbal or non-verbal communication. This would usually mean the first sound uttered by the speaker.

**Prepared speech:**

2 minutes left -- green card

1 minutes left -- amber card

Time's up -- red card

The time span of the speeches depends on the project that the speakers are doing, which will be printed on the agenda. e.g. a project one speaker will speak for 4-6 minutes. That means a green card will be raised when the speaker has used up 4 minutes; an amber card at 5 minutes and a red one at 6 minutes.

**Table Topics Session** (Time allowed for each speaker: 2 minutes):

1 minute left -- green

30 seconds left -- amber

time's up -- red

Evaluation Session, ah-counter, time keeper and workshop speaker:

1 minute left -- green

30 seconds left -- amber

time's up -- red

Different from the table topics session, the time allowed is different according to different evaluators:

Individual evaluator: 3 minutes

Table Topics evaluator: 5 minutes

Language evaluator: 5 minutes

General Evaluator: 10 minutes

Time-keeping and Ah-counting reports: 2 minutes (of coz someone else will keep the time for you when you're reporting)

So, during the meeting, you have to come up to the stage twice, the first time to explain the timing rules and the second time to give the time-keeping report.

**1. Explaining the timing rules**

During the introduction of the meeting, the Toastmaster of the Evening (TME) will introduce you to come out and explain the timing rules. you ONLY have to explain the timing rules for the PREPARED SPEECH and EVALUATION SESSION. As for the table topics session, the table topics master will handle it.

Be creative to use different ways to represent the rules. E.g. timing system = traffic lights. Green: go on; yellow begin to stop (do the conclusion) ; red: stop (must wrap up)

**2. Time-keeping Report**

After the Language evaluation, you will be called upon by the TME to give the time keeping report. It is our usual practice that we write down the time the speakers used on the white board during the break time. And then during the report, you don't have to specify how much time each person has used, instead, you put them into different categories, i.e. used ample time, over run, and still have some time to go..... I hope you get my message and I'm sure that you can use better words than I do :-p.

Also: be creative!

## TIMER'S REPORT

| SPEECHES |            | EVALUATIONS |            |
|----------|------------|-------------|------------|
| Speaker  | Time spent | Evaluator   | Time spent |
| 1.       | min    sec | 1.          | min    sec |
| 2.       | min    sec | 2.          | min    sec |
| 3.       | min    sec | 3.          | min    sec |
| 4.       | min    sec | 4.          | min    sec |
| 5.       | min    sec | 5.          | min    sec |

| TABLE TOPICS |            |         |            |
|--------------|------------|---------|------------|
| Speaker      | Time spent | Speaker | Time spent |
| 1.           | min    sec | 6.      | min    sec |
| 2.           | min    sec | 7.      | min    sec |
| 3.           | min    sec | 8.      | min    sec |
| 4.           | min    sec | 9.      | min    sec |
| 5.           | min    sec | 10.     | min    sec |

| TABLE TOPICS EVALUATIONS |            |           |            |
|--------------------------|------------|-----------|------------|
| Evaluator                | Time spent | Evaluator | Time spent |
| 1.                       | min    sec | 3.        | min    sec |
| 2.                       | min    sec | 4.        | min    sec |

| OTHER SPEAKERS                |         |            |
|-------------------------------|---------|------------|
| Role                          | Speaker | Time spent |
| 1. Opening Remarks            |         | min    sec |
| 2. Introduction of guests     |         | min    sec |
| 3. Toastmaster of the meeting |         | min    sec |
| 4. Ah Counter                 |         | min    sec |
| 5. Language Evaluator         |         | min    sec |
| 6. Workshop Leader            |         |            |