



SIM I TOASTMASTERS CLUB

T I M E R

Role

Keeping track of time taken by speakers in their speech presentation, table topics and speech evaluations.

Duties

- (1) Upon arrival at the chapter meeting, familiarize yourself with the timing device and ensure that the timing equipment works. You may wish to ask the toastmaster of the evening for the speakers' timing sequence.
- (2) During the meeting, the toastmaster of the evening will announce the timing sequence for each segment and you will indicate such as the following:

For a 5-7 min speech,

5 min- Green

6 min- Yellow

7 min- Red

Buzzer beyond 7 min 30 sec

For table topics, 1-2 min speech,

1 min- Green

1 min 30secs - yellow

2 mins - Red

Buzzer beyond 2 mins 30 sec



For speech evaluation, 2-3 mins speech

2 min- Green

2 mins 30sec - yellow

3 mins- Red

Buzzer beyond 3 mins 30 sec

- (5) You will need to record each speaker's name and time spoken.
- (6) When called upon by the toastmaster of the evening, please stand up, greet the audience and announce the speaker's name & title and the time taken by each speaker (except for table topics session). Kindly note the following:
- State those who are not eligible for the Best table topic awards
 - Announce all speakers' speech timing
 - Announce all evaluators' speech timing

Useful Tips

- (a) understand the timing sequence for each segment
- (b) greet the audience each time you are called upon to give your timer report
- (c) read out the name & time taken by each speaker clearly