**Timer**

**Helping members with time management**

The Timer is a crucial member of the evaluation team, which is led by the general evaluator. 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 manage display of the timing cards, 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.

**Before the Meeting**
Retrieve the timing equipment from the sergeant at arms, and be sure you understand how to operate the stopwatch. Make certain the timing equipment works and sit where the timing cards can be seen by all.

 **During the Meeting**1.Throughout the meeting, you are responsible for keeping track of the time used for each segment and ensuring the meeting is run according to the agenda's schedule. The required timing for communication project speeches vary according to the manuals and the required timing for each table topic speech will provided by the Topicsmaster.

2.Provide the speaker signals for when they reach the minimum, medium, and maximum time used. Record each participant’s name and time used for the communication project speeches. For table topics, record the number of speakers within the time limit, and the number of speakers who went over time (individual speaker timing for table topics does not have to be recorded).

**End of the Meeting**When it’s time to begin the evaluation portion of the meeting, the Toastmaster will introduce GE, who will call upon each member of his/her evaluation team to present their report. When you’re called to report by the general evaluator, announce the speakers' name and the time taken. Give your overall evaluation of whether or not the meeting went according the schedule.

After the meeting, return the stopwatch and timing signal device to the sergeant at arms. Remember to ask the general evaluator to evaluate your performance and give you leadership credit in your CL manual.

*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.*



Ref: http://www.toastmasters.org/Members/MemberExperience/MeetingRoles/Timer.aspx