

Timer

The Timer (sometimes also referred as the "Timekeeper") is the member responsible for keeping track of time. Each segment of the meeting is timed. The explanation of the Timer's duty and report to the meeting should be communicated clearly and precisely. This is an excellent opportunity in practising communicating instructions, something that we do every day.

Before the meeting starts, the Timer should check that the clock, buzzer and lights are working. At the end of each speech, table topic or evaluation, remember to switch the lights off.

The Timer should start timing only after the first word or gesture from the speaker.

The Toastmaster will call the Timer to explain the timing rules and to demonstrate the timing lights before the commencement of each segment. Towards the end of the meeting the General Evaluator will request from the Timer the time taken by each speaker.