



# CALGARY PACE SETTERS TOASTMASTERS CLUB #8170

## The **TIMER** Role

### **Role Description:**

The purpose of the **Timer** is to assist all participants to the meeting in speaking within a defined timeframe. For example, a formal speech is 5-7 min, a Table Topic is 1-2 min and the Evaluations are 2-3 min. The **Timer** presents and monitors the specific timeframes for each segment and gives their report at the end of the meeting when called by the **General Evaluator**.

Segment	Timeframe	GREEN	YELLOW	RED
Ice Breaker	4-6 min	4 min	5 min	6 min
Formal Speech	5-7 min	5 min	6 min	7 min
Table Topics	1-2 min	1 min	1 min 30 sec	2 min
Formal Speech Evaluation	2-3 min	2 min	2 min 30 sec	3 min
General Evaluation	4-5 min	4 min	4 min 30 sec	5 min
Table Topics Evaluation (timing is done for the total time, not for each TT).	Total time: 1 min per TT + 1 min for Table Topic Master For example: <ul style="list-style-type: none"> <li>When <b>4 TT</b>, total time is 4+1= 5 min, thus  <b>4 min</b>      <b>4 min 30 sec</b>      <b>5 min</b></li> <li>When <b>5 TT</b>, total time is 5+1=6min, thus  <b>5 min</b>      <b>4 min 30 sec</b>      <b>6 min</b></li> </ul>			
Introductions	Maximum <b>20 sec</b> per participant			

Your tasks include:

- Present your role at the beginning of the meeting when called by the **Chairperson**.
- Kindly remind participants to stick to under 20 seconds introductions.
- Following the defined timeframes for each meeting segment, monitor the times and fill in the **Timer Report** (under) throughout the meeting.
- For in person meetings, use the **GREEN**, **YELLOW** and **RED cards**.
- For online meetings, rename yourself (Name-Timer) and use the **GREEN**, **YELLOW** and **RED backgrounds**. Remind participants to PIN you on their Zoom screens.



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## The **TIMER** Report

<b>Meeting Segment</b>	<b>Member Name</b>	<b>Actual Time (min sec)</b>	<b>Within Timeframe?</b>
Time meeting started:			<b>Y or N</b>
Introductions:			<b>Y or N</b>
Formal Speaker #1			<b>Y or N</b>
Formal Speaker #2			<b>Y or N</b>
Formal Speaker #3			<b>Y or N</b>
Table Topic #1			<b>Y or N</b>
Table Topic #2			<b>Y or N</b>
Table Topic #3			<b>Y or N</b>
Table Topic #4			<b>Y or N</b>
Table Topic #5			<b>Y or N</b>
Evaluator #1			<b>Y or N</b>
Evaluator #2			<b>Y or N</b>
Evaluator #3			<b>Y or N</b>
General Evaluator			<b>Y or N</b>
Time meeting adjourned:			<b>Y or N</b>