

Timer

A hallmark of effective speakers is the ability to express themselves within a specific amount of time. Members rely on the timer to pace speeches and practice adhering to a time frame. The timer is also responsible for tracking every part of the meeting agenda.

Before the meeting

Confirm members who are scheduled to participate with the **Chair** and **General Evaluator**.

Confirm the time allotted to each speech with all speakers

Upon arrival at the meeting

Collect timing equipment from the Sergeant at Arms. Check that the timing equipment is working and you are comfortable with its use.

Sit where the timer can be easily seen by everyone.

During the meeting

When introduced, **explain** the timing rules and **demonstrate** the timing device.

Pro Tip: When explaining timing duration focus on the MINIMUM (green), MEDIAN (Yellow) and MAXIMUM (red) time from the agenda. This will change based on speeches, table topics or evaluations but the concept won't. This makes it easier to explain.

Throughout the meeting, **listen** carefully to each participating member and **signal** speakers based on the policy of your club.

Record each participant's name and the exact time they required to complete their speech.

When called to **report** by the **General Evaluator**, you may stand near your seat to announce each speaker's name and the duration of their speech.

Timer Worksheet

Speakers

	Speaker 1	Speaker 2	Speaker 3	Speaker 4
Speaker				
Alloted Time				
Final Time				

Table Topics

Speaker	Time

Speaker	Time

Evaluators

	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4
Evaluator				
Alloted Time				
Final Time				

Summary Report

	Time		Time		Time
Shortest Speech		Shortest Table Topic		Shortest Evaluation	
Longest Speech		Longest Table Topic		Longest Evaluation	