

Club No. 1406987, Area K2, Division K, District 80

We meet every 2nd and 4th Wednesday, 7:30 p.m. at One Bar, Level 3, One Exchange Square,
8 Connaught Place, Central, Hong Kong (Dinner inclusive)

The Role of Timer

As the time keeper, your role is not just jotting down the time spent by each speaker, but to help remind the Toastmaster of the Meeting to stick to the time as stated in the programme.

Normally there are two types of timing mechanisms, unless otherwise stated by the speakers doing advanced manual speeches/special workshops or as instructed by the Toastmaster of the Evening.

The signals are indicated below:

1. Timing for Table Topics (time allowed : 2 min.)

1 min. before due time: **Green**
30 sec. before due time: **Amber**
At due time: **Red**
Every 15. sec after time: *repeatedly ring the buzzer*

2. Timing for Prepared Assigned Speeches

2 min. before due time: **Green**
1 min. before due time: **Amber**
At due time : **Red**
Every 30. sec after time: *repeatedly ring the buzzer*

3. Timing for Prepared Speeches' Evaluations (time allowed : 3 min.)

1 min. before due time: **Green**
30 sec. before due time: **Amber**
At due time : **Red**
Every 30. sec after time: *repeatedly ring the buzzer*

Time given for prepared assigned speeches depends on the level and objectives of the project. Nevertheless, the maximum time should be taken. For example, for a project that allows 5 to 7 min, the time keeper should set the time to 7 minutes. For project with an objective of time limit from 8 to 10 min., the time keeper should set the time to 10 minutes.

There is no need to ask the speaker for required time if the objectives of the project rigidly states a certain time frame.

Please also time the overall Table Topics session and remind the Table Topics Master 3 min. before the end of the session to invite the last Table Topics Speaker and wrap up the session.

(adopted from our Sponsoring Club - Centraler Toastmasters Club. Last edited on 1 January 2010)

When introducing yourself, keep your words as brief as possible. Do the following:

- state that your role is to time speaker
- explain the timing mechanism as explained in Italics above (i.e. point #1, 2 & 3)
- you will give a report at the end

When giving your report at the end of a meeting, try to think of some interesting techniques, such as penalizing the speakers who have overrun candies or chocolates. Try to state and specify the minute and second used by every speaker, as they may want to keep a record for their future reference. This is to make sure that your report is concise and precise.

Also ensure that you help the Toastmaster to ensure all sessions adhere to the time stated on the program (No need to explain this to the audience).

There are many ways to creatively assist speakers in delivering their speeches within the time limit. The above script is a suggestion only. You can use your imagination to commend those who are doing well and advise those who should improve. In any case, keep you session brief and precise as you are the facilitator and therefore allow plenty of time for other assigned speakers.

You may refer to pages 68 and 69 in Competent Leadership Manual for more details. Have Fun!!!

(adopted from our Sponsoring Club - Centraler Toastmasters Club. Last edited on 1 January 2010)

Hong Kong MBA Toastmasters Club

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