

Timer

Allocated minutes	1:00	1:30	2:00
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Purpose

With a set Agenda to get through, our meetings are timed to the minute and it is every member's responsibility to stick to their given time.

As the timer, it is your responsibility to:

- Help each speaker keep to time by operating the colour coded lights or cards
- Record the allocated time slots throughout the meeting
- Report back on how well each person managed to keep to time.

In this overview:

- Pre-meeting prep
- On arrival
- During the meeting
- At the end of the meeting

Pre-meeting prep

At Boaters, we use the Toastie Timer app. If you can, please download the app to your phone as it will make your life easier. (See links at the end of this overview). If you are unable to do this, there is a club phone in the kit.

Plan to arrive at 6:50am to get the system set up and test that it's working.

On arrival

1. Set up the lights. The Sgt at Arms is responsible for setting up the room and putting the timing kit on the table at the back of the room. But if you get there first, you will find it in the Club Suitcase

2. Plug in the timing light and phone on arrival to ensure they are charged in time for the meeting to start. A Power Bank is available to help charge the equipment if charge is low
3. You'll find step-by-step instructions in the timing kit on how to set up the timing light, use the app and test the equipment

Please note: If the equipment fails, use your own phone to time the speakers and hold up the green / yellow / red cards to let people know how they are tracking

4. Confirm speech times with speakers, and check in with the Table Topics Master about Table Topics timing (because meetings can run behind or ahead of time, checking table topics times can be done in the tea break).

During the meeting

Timing: Use the app (or your phone) to time every role listed on the Agenda. Note down the actual time taken as you will be called upon to report this back to everyone at the end of the meeting.

Keep an eye on how the meeting is tracking because when it's time for the break, the Toastmaster will ask you how long we have for this.

The time allowed on the Agenda for the break is 10 minutes, but,

If we've gone over time during the first half of the meeting, deduct time from the tea break to ensure that table topics start as scheduled. This means that those people without an appointed role will have more of a chance to participate.

The easiest way to determine how long we actually have is to:

- Look at the Agenda to see what time the second half of the meeting is due to start
- Check the time showing on the meeting room clock
- Then work out how many minutes there are between the Agenda and the clock. That'll be how many minutes we have for the break!

Reporting: Generally your slot to present the times for each speaker is scheduled after the Evaluator.

If time is running short, you can be creative with your report (for example, "everyone stuck to time except for xx and yy", or "all the evaluators were on track, everyone else was as follows...").

It's important that people know how they went for time, especially those who ran under or over. Not only is sticking to time good form and something Toastmasters aspire to, but it is critical that people stay within time in Toastmasters International contests.

If you do have to shorten your report, please suggest that people come and see you afterwards for their own record.

At the end of the meeting

1. If at all practical, coordinate with the person scheduled as Sgt At Arms the following Friday to ensure the equipment is charged and ready for the next meeting
2. Make sure all equipment in the timing kit is put back in place

Toastmasters International overview

You'll find the official Toastmasters International's overview in [A Toastmaster Wears Many Hats](#) - Timer's role, page 5

Toast Time app.

Android: <https://play.google.com/store/apps/details?id=com.muhibiz.toasttimer>

Apple: Search Toastmasters Timer & Light - Mobinz Solutions