

TIMER (30 SEC - 1 min)

PURPOSE

Timing is an important part of all meetings. One of the lessons to be practiced in speech training is that of expressing a thought within a specific time. As such it falls upon the timer to time each major section of the meeting and to time the participants. Did it start on time and end on time?

Imagine the situation where a speaker is asked to speak for five minutes and they speak for 20. Equally horrifying is the speaker asked to fill 20 minutes that only talks for five minutes. The timer's role is to keep us aware of the time during the various activities.

Keep an accurate record of time for each speaker. Use the confirmed time to turn on the correct light. For example a speech that is 5 – 7 minutes, the green light is turned on at 5min, the amber at 6, and the red light at 7. **Flash the Red** light if the speaker exceeds 8 mins.

Keep an accurate record of time for each evaluator. Generally the evaluations are 3mins in length with the green light going on at 2 mins, the amber light at 2 1/2 mins and the red light at 3 mins. Flash the red light if the Evaluator exceeds 3 1/2 minutes.

Ensure that the stopwatch and lighting device are in working order. See the Sergeant at Arms if there are any problems.

BEFORE THE MEETING

Ensure that the stopwatch and lighting device are in working order. See the Sergeant at Arms if there are any problems.

The lighting device, timers book and stopwatch will be set up across from the podium at the back of the room by the Sergeant at Arms. Confirm what the time criteria will be for each portion of the meeting and for each speaker. Prepare an explanation of your duty, as you will be called upon by the Chairperson at the beginning of the meeting to explain what your role is within a 30 - 45 sec time frame.

AT THE MEETING

Keep an accurate record of time in the timers record book. Time each participant in table topics. Turn the green light on at 30 seconds the amber light on at 45 seconds and the red light on at 1 min. If a speaker goes on past 1 min 30 seconds flash the right light to let them know they are past time.

Table Topics - 1 min



Evaluations – 3 min

