



WHERE LEADERS ARE MADE

Role Description: *Timer*

Taking on this role improves time management skills

One of the skills Toastmasters practice is expressing a thought within a specific time. As Timer you are responsible for monitoring time for each meeting segment and each speaker.

Your duties as *Timer*:

- ***Shake hands with the General Evaluator when stepping upon and leaving the stage***
- Acquire the timing/signalling equipment from the Sergeant-at-Arms and make yourself knowledgeable on how to operate it.
- Sit in the front row so the timing is clearly visible to each speaker.
- When called upon by the General Evaluator, explain the timing rules and demonstrate the timing device. Note the difference in duration of various speeches and roles where applicable.
- Throughout the meeting, listen carefully to each participant and signal them accordingly.
- Once the minimum time has been reached, make the timing device visible to the speaker until the end of the speech ensuring they are able to see the timing device at all times.
- When called by the General Evaluator at the end of the meeting, give your report by announcing each speaker's name and the time taken.
- After your report, call the President to the stage and ***shake hands with the President as they come on stage.***
- After the meeting, return the timing/signalling equipment to the Sergeant-at-Arms

You can find [more information about the Timer role on the Toastmasters website.](#)