



Timer: Role Description and Script

True Blue Toastmasters

Role Description

One of the skills Toastmasters practice is expressing our thoughts within a specific time. As Timer, you are responsible for monitoring time for each meeting segment and for each speaker. You will also operate the timing signal color cards, indicating to each speaker how long he or she has been talking. Serving as Timer is an excellent opportunity to practice giving instructions and time management – something we do every day.

Introduction Script

When introduced by the Toastmaster, please state the following:

“Thank you, Mr./Madam Toastmaster. Fellow Toastmasters, most welcome guests, my name is ____ and I will be today’s Timer. My role is to keep time prepared speeches, evaluations, and Table Topics. I will also alert each speaker of the time they have left using 3 colored cards. **Prepared speeches** are typically five to seven minutes. At five minutes, I’ll raise the green card; at six minutes, the yellow card; and at seven minutes, the red card, following which the speaker has 30 seconds to conclude. **Evaluations** are no more than three minutes. At two minutes, I’ll raise the green card; at two minutes and thirty seconds, the yellow card; and at three minutes, the red card. Finally, **Table topics** are no more than two minutes. At one minute, I’ll raise the green card; at one-and-a-half minutes, the yellow card; and at two minutes, the red card. Thank you, Mr./Madam Toastmaster.”

Flip this sheet over to use the Timer Log.

Reporting Script

At the end of the meeting, stand up and briefly report the time for each speaker:

“Thank you, Mr./Madam Toastmaster. I will now report the timing for today’s meeting: Johnny’s formal speech was five minutes 25 seconds. Jenny’s formal speech was seven minutes 45 seconds. For table topics, Jimmy spoke for one minute. Jackie spoke for one minute 30 seconds. (...) Thank you, Mr./Madam Toastmaster.”

*At the end of the meeting, please give this sheet to the Secretary,
Sargeant-at-Arms, or Club President.*

