

Introduction of Duties as Timer

[Stand up]

Mister (Madam) Toastmaster, Fellow Toastmasters, and Guests

As Timer, my duty is to time prepared speeches, Table Topics speeches, and Speech Evaluations during this meeting.

[Demonstrate the following.]

- ❑ When a speaker reaches the minimum time allotted, I will turn on the green light.

- ❑ When a speaker reaches the midpoint of time range allotted, I will turn on the yellow light.

- ❑ When a speaker reaches the end of his speaking time, I will turn on the red light. The speaker then has 30 seconds to close his/her speech in order to qualify for the vote.

I will report qualifying times when called upon throughout the meeting.

Mister (Madam) Toastmaster

[Sit down]

TIMING SAMPLES (not necessary to include this in description of duties to audience)

Time Allotment	Green Light	Yellow Light	Red Light
1-2 minutes (Table Topic)	1 minute	1 minute 30 seconds	2 minutes
2-3 minutes (Speech Evaluation)	2 minutes	2 minutes 30 seconds	3 minutes
5-7 minutes	5 minutes	6 minutes	7 minutes