

# Timer

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## Purpose

Timing is an important part of all meetings. One of the lessons to be practised 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 time during the various activities.

**Time required for report** The time required for your report is 1 -2 minutes.

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**Before Meeting** Before the meeting you should:

- ! Ensure that the timer and lights are in working order. See the Sgt@Arms if there are any problems.
  - ! Situate yourself in a location where all speakers will be able to see the lighting device will be visible.
  - ! Confirm what the time criteria will be for each portion of the meeting.
  - ! Prepare an explanation of your duty as you may be called upon by the Chair at the beginning of the meeting to explain what your role is within a 30 - 45 sec time frame
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## During meeting

During the meeting, you must be attentive.. You should:

- ! Keep an accurate record of time for each meeting events
  - ! Note time that meeting started.
  - ! Note start and end times of business meeting.
  - ! Monitor current time and be prepared to provide timing instructions when asked
  - ! Be prepared to handle timing requests from the Chair during the business meeting.
  - ! Time break as instructed and be sure to alert the Chair when time is up.
  - ! Record each Table topic, speakers and evaluators
  - ! Give timer's report if called on by the General Evaluator
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**Table Topic  
Times**

Table Topics are generally 2 minutes,  
! Green 1:30,  
! Amber 1:30,  
! Red 2:00

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**Speech Times**

**Speakers:** Most basic Manual Speeches are 5-7 minutes  
! Green 5:00,  
! Amber 6:00,  
! Red 7:00

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**Evaluation  
Times**

Evaluators and General Evaluator's reports are generally 3 minutes  
! Green 2:00,  
! Amber 2:30,  
! Red 3:00

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