



# Timer

Keep speakers and the meeting on time.

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## Purpose

The Timer helps members practise expressing ideas within a set time. This role also helps the meeting stay on schedule.

## Before the meeting

- Collect or check the timing lights, cards, stopwatch, or timer app.
- Confirm the timing rules for each prepared speech.
- Confirm evaluation and Table Topics times.
- Sit where speakers can see your signals.
- Prepare a short explanation of timing rules.

## Standard Ballito timing

Prepared speeches commonly use:

- Green: 5 minutes.
- Amber: 6 minutes.
- Red: 7 minutes.

Ice Breaker speeches commonly use:

- Green: 4 minutes.
- Amber: 5 minutes.
- Red: 6 minutes.

Evaluations commonly use:

- Green: 2 minutes.
- Amber: 2 minutes 30 seconds.
- Red: 3 minutes.

Table Topics commonly use:

- Green: 1 minute.
- Amber: 1 minute 30 seconds.
- Red: 2 minutes.

Always confirm the actual timing for each project.

## Opening explanation

Good evening. As Timer, I will help speakers keep within their assigned times. I will show green when the speaker reaches the minimum time, amber as a warning, and red at the maximum time. The red signal will remain on until the speaker finishes.

# Ballito Toastmasters Club

Meeting Role Guide



## During the meeting

- Start timing when the speaker begins speaking.
- Signal clearly and calmly.
- Record each speaker's name and time.
- Watch major segments so the meeting does not drift.
- Be ready to report when called on.

## Report format

- Prepared speeches: name and time.
- Table Topics: name and time, plus eligibility if voting applies.
- Evaluations: evaluator name and time.

## Ballito standard

Report times clearly and briefly. If a speaker is outside the allowed range, state it neutrally. Timing is feedback, not judgement.

## Source basis

- Toastmasters International Timer role: <https://www.toastmasters.org/membership/club-meeting-roles/timer>
- Toastmasters International Timer Script and Log: <https://www.toastmasters.org/resources/timer-script-and-log>
- Ballito Toastmasters local Timekeeper notes.