TIMER ROLE DESCRIPTION

As a **Timer** you will be responsible for the following things:

1. Explaining the timing rules when you are called at the beginning of the meeting (up to **2 min**).
2. Controlling speakers' time during the meeting.
3. Presenting your final report at the end of the meeting (up to **2 min**).

Before the meeting you will receive:

- **Timer's Tally Sheet** where you will record speakers time.
- **Timing signals** to inform speakers how much time they have.

In the first part of the meeting Toastmaster will ask you to make a short explanation of your role. Please, prepare it at home and present in the clearest possible way. You will have no more than **2 min** for it.

During the meeting you will be showing the speakers **Timing Signals** and writing down the length of their speeches in your **Tally Sheet**. In the Timer's Tally Sheet you will find the list of speakers' roles and the time limits for each of them. Make sure you are timing the speakers according to their project timing (different projects have different time limits). There are no more than 3 time limits for every role. For every time limit you will have a timing signal. Timing limits signs are as following:

- **Green:** the speaker has reached the minimum time limit required for his/her speech.
- **Yellow:** informs the speaker of reaching a particular point in their speech.
- **Red:** the speaker has reached the maximum limit allowed for his/her speech.

In Table Topics session (the second part of the meeting) each speaker only has two time limits:

- **Green:** when the speaker reaches 1 minute (unless Table Topics Master specified otherwise).
- **Red:** when the speaker reaches 2 minutes (unless Table Topics Master specified otherwise).

When the speaker reaches their **first time limit**, show the **green** signal to him. When he/she gets to the **second time limit**, use the **yellow** signal. And when it is the **last** time limit, show the **red** signal to the speaker and keep holding it until the end of his speech. Make sure the speaker sees all your signals clearly.

NOTE: When any participant reaches their maximum time limit but keeps talking for more than 30 seconds after reaching it, on a signal from our team you should start applauding even if the speaker hasn't finished talking. DON'T FORGET to mention this rule when you introduce your role at the beginning of the meeting.

In the final part of the meeting, the General Evaluator will ask you to make a short report. You should make a general report of time usage and point out names of those who exceeded their time or did not reach their minimum time limit. You can state how long were their speeches. You could also make a comment on meeting's start and end time.

After the meeting, please, give back to VPO:

1. Timer's Tally Sheet
2. Timing signals.

We wish you best of luck!