▶ WHEN YOU ARE THE **TIMER**

A hallmark of effective speakers is the ability to express themselves within a specific amount of time. Members rely on the timer to pace speeches and practice adhering to a time frame. The timer is also responsible for tracking every part of the meeting agenda.

To fulfill the role of the timer, you must know each presenter's speech length. In Pathways, speeches range in length from a short report of two to three minutes to a much longer speech of up to 20 minutes. It is the timer's responsibility to confirm the length of the speeches being presented before the start of each meeting.

The Toastmaster of the meeting will call on you to explain the timing rules at the start of the meeting. Be clear and concise as you describe your duties and report times to the club. The timer's role is fundamental to the success of every meeting.

Prior to the Meeting

- Confirm members who are scheduled to participate with the Toastmaster and the General Evaluator.
- Confirm the time allotted to each prepared speech with all speakers.
- Write your explanation of timing in the clearest possible language and rehearse it. For the benefit of guests, be sure to emphasize timing rules and how timing signals are given.

Upon Arrival at the Meeting

- Collect timing equipment (stopwatch and signal device) from the sergeant at arms. Check that the timing equipment is working properly and that you are comfortable with its use.
- Choose a seat where the signal device can be seen easily by everyone.

During the Meeting

▸ When introduced, explain the timing rules and demonstrate the signal device.

▸ Throughout the meeting, listen carefully to each participating member and signal speakers based on the policy of your club. You will also need to signal the Toastmaster and Topicsmaster with red when they have spoken for their allotted or agreed-upon time.

▸ Record each participant's name and the exact time they required to complete their speech.

▸ When called to report by the Topicsmaster, Toastmaster, and/or General Evaluator, you may stand near your seat to announce each speaker's name and the duration of their speech. Review club policy for reward eligibility and your reporting responsibilities.

After the Meeting

▸ Return the timing equipment to the sergeant at arms.

▸ If your club secretary maintains records of speech times in meeting minutes, give the completed timer's report to the secretary.

▶ WHEN YOU ARE THE **TOPICSMASTER**

The Table Topics® session is the portion of the meeting designed to give every member and guest of the club an opportunity to speak extemporaneously for a minute or two. The Topicsmaster is responsible for preparing and issuing an original, creative topic or topics. Each speaker may be given an individual subject or presented with a choice of subjects from which they choose or draw at random.

Serving as Topicsmaster supports leadership skills including planning, preparation, organization, time management, and facilitation.

Prior to the Meeting

▸ Confirm any scheduled meeting theme with the Toastmaster. If one has been selected, choose topics that coordinate well with that theme. If there isn't a theme, choose a wide selection of topics. Avoid repeating Table Topics from recent meetings.

▸ Create a list of speakers, evaluators, General Evaluator, and Toastmaster for the meeting so you can call on other members first. If time permits, call on participants already scheduled to speak.

During the Meeting

▸ When introduced, briefly state the purpose of the Table Topics session.

▸ Announce your topics and keep your remarks brief but enthusiastic. If the club has a word of the day, encourage speakers to use it in their responses.

▸ Review the maximum time allowed for each speaker's response and remind members of the timing signal if the timer hasn't already done so.