

General Evaluator

One of the goals of Toastmasters is to help people learn how to plan and manage effective meetings. The General Evaluator (GE) plays a very important role, because he or she can help the attendees learn how to improve weak points in the meeting execution, while praising strengths and providing positive feedback. The GE has three minutes to make his or her meeting evaluation, exclusive of the time taken by the Timer and Speech Evaluators.

The general evaluation should cover three broad areas:

- (1) an overall evaluation of the meeting and how people fulfilled their roles
- (2) an evaluation of the table topics session, and
- (3) an evaluation of the speech evaluators

Checklist

2-3 days Prior to the Meeting

- Check with Toastmaster to determine meeting theme, as you may wish to comment on this during the evaluation
- Find out who the speech evaluators will be, and check with the Toastmaster to determine whether or not the GE will be introducing them; if so, then call the speech evaluators and get sufficient information from them to provide an effective introduction at the meeting

Before the Start of the Meeting

- Discuss role with Toastmaster
- Check with Speech Evaluators and Grammarian to ensure that each is prepared

During the Meeting

- Take notes on items that should be covered during the evaluation.
- Walk to the lectern when called upon by the Toastmaster to explain the GE role; shake hands and address the group
- Introduce your team: Grammarian, Um/Uh/WOD Counter, Timer, and Quizmaster and allow each person to explain his or her role
- Indicate who the Speech Evaluators will be, and provide a brief overview of their role

During your General Evaluation

- When called upon by the Toastmaster, take over the podium, shake the Toastmaster's hand, and address the group
- Call for the first of the Speech Evaluators, if applicable, by providing a 30-second introduction of the Evaluator (establish his or her credibility)
- Welcome the Speech Evaluator to the front by leading the applause, shake hands with the Evaluator, then step aside
- After the speech evaluator finishes, lead applause, step back to the podium, shake hands and welcome the next evaluator, if applicable
- Call for a Timer's Report for the Speech Evaluators to ensure that everyone qualified
- Ask members to take a moment to vote for Best/Most Improved Evaluator. Ensure that the voting cup is passed around the tables so that everyone can submit ballots

- Deliver the general meeting evaluation. Evaluators may wish to comment on the following aspects of the meeting:
 - ↳ How was the flow of the meeting? Did people get through the routine roles at the start of the meeting in a brisk manner? Was the break too long?
 - ↳ Were the introductions of speakers/speeches informative?
 - ↳ Was proper meeting etiquette observed? For example, was the lectern ever left unattended? Were there handshakes at the appropriate time?
 - ↳ Were speakers and role players well-prepared?
 - ↳ Were the table topics unusually difficult or too easy? Did guests feel comfortable enough to try participating?
 - ↳ How were the usual last minute glitches handled?
 - ↳ Did anything happen that was not fully explained to guests?
 - ↳ Was time wasted by anyone at anytime? (E.g., did a role go significantly over their expected time?)
 - ↳ Were the room setting and the Toastmasters amenities conducive to an effective meeting?
 - ↳ How did the Speech Evaluators perform? Did they follow accepted procedures? Were the evaluations relevant and appropriate to the speaker? Was there any whitewash or undue criticism?
 - ↳ Could anything have been done better?
 - ↳ Was there anything done particularly well?

- After your General Evaluation report, call for the Grammarian to stand and make his or her report. The Grammarian can then comment on YOUR grammar during his or her report.

- Thank the Grammarian and his or her team by leading applause, then welcome the Toastmaster back to the podium for closing remarks. Return to the group.