

When You Are The GENERAL EVALUATOR

The General Evaluator is just what the name implies - an evaluator of anything and everything that takes place throughout the meeting. The responsibility is large, but so are the rewards. The General Evaluator is responsible for the evaluation team. The usual practice is to have one Evaluator for each speaker, but this is not necessary. You are free to set up any procedure you wish, but each evaluation should be brief, yet complete.

Prior to the Meeting

- ☐ Check with the Toastmaster to find out how the program will be conducted and if there are any planned deviations from the usual meeting format. Remember, always be ready when the meeting starts.
- ☐ Call all of the evaluators to brief them on their job and to inform them whom they're evaluating and what evaluation format you will be using. Suggest each Evaluator call his or her speaker to talk over any special evaluation requirements suggested in the manual for the speech.
- ☐ During the briefing, emphasize that evaluation is a positive, helping act. As conscientious Toastmasters, their goal must be to help fellow Toastmasters to develop their skills. Emphasize that in the act of evaluating, the self-esteem of the speaker should be preserved or at least enhanced.
- ☐ Call the remaining members of the Evaluation Team (Timer, Grammarian, Ah Counter) to remind them of their assignments.
- ☐ Prepare a brief but thorough talk on the purpose, techniques, and benefits of evaluation (for the benefit of the guests). Emphasize that as evaluators, you are not critics. Criticism is negative; evaluation is a positive experience designed to help people overcome weak habits and add power to good ones.

Upon Arrival at the Meeting

- ☐ Ensure the individual Evaluators have the Speaker's manual and understand the project objectives and how to evaluate it.

- ☐ Greet all evaluators who are present. If an Evaluator is not present, consult with the Educational Vice President and arrange a substitute.
- ☐ Verify each Speaker's time and notify the Timer.
- ☐ Sit near the back of the room to allow yourself full view of the meeting and its participants.

During the Meeting

- ☐ Take notes on everything that happens (or doesn't but should). For example: Is the club's property (banner, educational material, etc.) properly displayed? If not, why not? Were there unnecessary distractions that could have been avoided? Create a checklist from which you can follow the meeting. Did the meeting, and each segment of it, begin and end on time?
- ☐ Cover each participant on the program - from the opening Pledge to the last report by the Timer. Look for good and unacceptable examples of preparation, organization, delivery, enthusiasm, observation and general performance of duties. Remember, you are NOT to reevaluate the speakers, though you may wish to add something the the Evaluator may have missed.
- ☐ When introduced to conduct the evaluation phase of the meeting, go to the lectern and introduce each evaluator. After each recitation, thank the Evaluator for his or her efforts.
- ☐ If the Toastmaster has failed to call for the Timer's report and vote for Best Speaker, you do it before individual evaluations are given.
- ☐ Call for the Timer's report, Grammarian and Ah Counter's report, and the vote for Best Evaluator.
- ☐ Wrap up by giving your general evaluation of the meeting, using the notes you took as suggested above. You may wish to comment on the quality of the evaluations. Were they positive, upbeat helpful? Did they point the way to improvement?

—For Your Information—

Additional information for your club is available through the supply catalog...

- The Art of Effective Evaluation (Item #251)
- Speech Evaluation by Panel Discussion (Item #160)
- Speech Evaluation - Speaker's Profile (Item #161)
- Evaluation of the Evaluator (Item #1323)
- Evaluation Kit (Item #167)

Why not order one or more items for your club?