

Guidelines for General Evaluator

Dear General Evaluator,

Thank you for signing up for the role. You have a very important role in the meeting in that you will be evaluating anything and everything that takes place throughout the meeting – this evaluation will serve to further improve the conduct of the meeting. Your responsibilities are large, but so are the rewards. As General Evaluator, you are responsible to the Toastmaster who will introduce you. At the conclusion of the evaluation segment of the meeting, you will return control to the Toastmaster. You are responsible for the evaluation team, which consists of the Speech Evaluators, Timer and Grammarian. One of the lessons to be practiced is that of expressing a thought within a specific time. Each segment of the meeting is timed. As General Evaluator, you should explain your duties and General Evaluator's Report clearly and precisely.

Prior to the meeting – Show up early. Confirm scheduled program participants with the Toastmaster and find out if there are any planned deviations from the usual meeting format.

During the meeting – Take notes on everything that happens (or doesn't but should). For example: Is the Club's banner properly displayed? If not why? Were there unnecessary distractions that could have been avoided? Did the meeting and each segment of it, begin and end on time?

Evaluate each member of your Evaluation team (Speech Evaluator, Timer and Grammarian), including the Toastmaster. Look for good and less than desirable examples of preparation, organization, delivery, enthusiasm, observation and general performance of duties. **Remember, you are NOT to reevaluate the speakers.**

Identify the Speech Evaluators, Grammarian, and Timer. Have them **briefly state the purpose of their jobs.**

Request the "Word of the Day from the Grammarian.

When introduced to conduct the evaluation phase of the meeting, go to the lectern and introduce each Speech Evaluator. After each recitation, thank the evaluator for his/her efforts.

If the Toastmaster neglected to call for the Timer's Report and vote for the Best Speaker, Best Speech Evaluator and Best Table Topics Speaker, do it before individual evaluations are given.

Give your general evaluation of the meeting, using the notes you took as suggested above.

A maximum of two minutes is allocated for the General Evaluator's Report. Please stay within this time limit.

You can also refer to pages 66-67 of the Competent Communication manual or to page 70 of the Competent Leadership manual for additional information on General Evaluator.

General Evaluator's "Rate the Meeting" Form

General Evaluator _____

Date _____

Directions: Rate the following categories on a scale from 1 to 5 (1=Excellent, 2=Good, 3=Satisfactory, 4=Should Improve, 5=Requires Immediate Attention). Add comments and/or suggestions in the space provided.

CATEGORY	RATING	COMMENTS
START: On time? Were the call to order, invocation, pledge to the flag, and opening remarks handled smoothly and orderly?	1 2 3 4 5	
BUSINESS: Done smoothly or did it drag? Too much time spent on triviality or did business get "railroaded through?" Was proper parliamentary procedure followed?	1 2 3 4 5	
TABLE TOPICS: Did members not on the program participate? Were the topics appropriate? Did topics monopolize time?	1 2 3 4 5	
GUESTS: How many were present? Did each member introduce him/herself? Was each guest made to feel like the most important person in the room? How many became members?	1 2 3 4 5	
INTRODUCTIONS: Consider all introductions-- Toastmaster, guests, topicmaster, speakers, and evaluators. All deserve more than just name and title (duty).	1 2 3 4 5	
SPEAKERS: Did the speakers accomplish their purpose? Did they use and follow their manuals? Were they well prepared?	1 2 3 4 5	
EVALUATIONS: Consider thoroughness, length, and tact. How helpful do they seem to be? Were there suggestions for improvement? Did the evaluations have CRE (commendations, recommendations, and encouragement)?	1 2 3 4 5	
TIMING: Were the time limits observed? Was the meeting smooth-flowing? Did it drag anywhere?	1 2 3 4 5	
FUN: Did the members seem to enjoy the meeting? Did you enjoy it? What was the tone of the meeting?	1 2 3 4 5	
PROGRAM: Did the program meet the Toastmasters standard of excellence for variety, imagination, and participation? Did the program provide the members with a rewarding, educational experience in communication and leadership development?	1 2 3 4 5	