

# GENERAL EVALUATOR

## Role Guide Version 2.1

### Introduction

The general evaluator is just what the name implies – an evaluator of anything and everything that takes place throughout the meeting. The responsibilities are large, but so are the rewards. The general evaluator is responsible to the Toastmaster who will introduce you; at the conclusion of the evaluation segment of the meeting, you will return control to him or her.

You are responsible for the evaluation team, which consists of the timer, grammarian, ah counter and the Table Topics evaluator if your club has one.

### CL Manual Progress

This role will also count towards several projects in the CL manual. Please bring your manual and find your evaluator so you can receive credit towards your CL certification.

### Evaluation Team

You lead the evaluation session of the meeting and are in charge of the evaluation team. The evaluation team consists of all evaluators, timer, grammarian and the ah counter. Be sure to obtain as much information about your team so you can introduce them to the audience properly.

### 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.

Call all of the evaluators to brief them on their job and to tell them whom they're evaluating and what evaluation format you will be using. Suggest each evaluator to 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 develop their skills. Emphasize that evaluations should preserve or at least enhance the self-esteem of the speaker. Call the remaining members of the evaluation team 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 audience). Evaluation is a positive experience designed to help people overcome weak habits and add power to good ones.

### **Upon Arrival at the Meeting**

Insure 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 Vice President Education and arrange for a substitute. Verify each speaker's time and notify the timer. Please makes sure to sit towards the rear of the room so you able to see the entire room. A plastic showcase has been assigned to you. Please sit in the designated seat.

### **During the Meeting**

Take notes on everything that happens (or doesn't but should). For example: Is the club's property (trophies, banner, educational material, etc.) properly displayed? 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. 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 that 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. Call for the Ah Counter's report and the Grammarian's report. Next, call for the timer's report for each evaluator. Wrap up by giving your general evaluation of the meeting, using the notes you took during the meeting. You may wish to comment on the quality of evaluations. Were they positive, upbeat, helpful? Did they point the way to improvement?

**Time Limit is 2 to 3 minutes**