

## General Evaluator

The General Evaluator (GE) plays an important role in improving Club meetings. The GE has responsibilities before the meeting and at the meeting, they include:

- Ensuring the speech evaluators know their responsibilities, and
- Evaluating everything that happens at the club meeting.

Before the meeting, call the speech evaluators to brief them on their responsibilities. They should be notified who they will be evaluating and what evaluation form they will be using. Make sure the individual evaluators understand the feedback they give is a positive, helping act that enables fellow Toastmasters develop their skills. Point out that an evaluation should enhance a speaker's self-esteem. Encourage evaluators to prepare thoroughly for their role, and recommend they call the member they have been assigned to evaluate to discuss specific project objectives.

On the meeting day:

- Arrive early.
- Make sure all evaluators are present and they have the appropriate speaker or leader's manual.
- If an evaluator is absent, consult with the VP Education and arrange for a substitute.
- Ask each evaluator if he or she has any questions about the project objectives to be evaluated, verify each speaker's time and notify the timer if there are any changes.
- Take your seat near the back of the room. This will ensure you have a good view of the meeting and all its participants.

During the meeting, use your checklist and take notes on everything that happens (or doesn't, but should). For example: Is the club's property (e.g. trophies, banner, educational material) properly displayed? Were there unnecessary distractions that could have been avoided? Did the meeting, and each segment of it, begin and end on time?

Study each participant on the program. Look for good and less than desirable examples of preparation, organization, delivery, enthusiasm, observation and general performance of duties.

## Kapolei Toastmasters Meeting Roles

The Toastmaster of the Day will call on you to give your general evaluation of the meeting:

- Use your checklist and the notes you took during the meeting.
- Phrase your evaluation so it is helpful, encouraging and motivates club members to implement the suggestions.
- You may wish to comment on the quality of evaluations. Were they positive, upbeat, helpful? Did they point the way to improvement?
- When you've completed your evaluation, return control of the meeting to the Toastmaster.

Being General Evaluator is a big responsibility and it is integral to the success of every single club member. People join Toastmasters because they have a goal – they want to learn something. The club is where they learn. If the learning environment isn't focused and fun, members won't learn what they joined to learn. Your observations and suggestions help ensure the club is meeting the goals and needs of each member.

And what do you get out of the deal? You get the chance to practice and improve your skills in critical thinking, planning, preparation and organization, time management, motivation and team building!

Citation:

General Evaluator, Improving the Process While Overseeing the Execution  
Toastmasters International website

<http://www.toastmasters.org/Members/MemberExperience/MeetingRoles/GE.aspx>

Kapolei Toastmasters Meeting Roles

<b>General Evaluator Meeting Checklist</b>		
<b>Give this completed form to the President after the meeting</b>		
Meeting Date: Evaluator:	<b>What Went Well</b>	<b>Recommendations for Improvement</b>
<b>General Comments:</b> Enthusiastic participation, positive, convivial and energizing. Meeting preparation, organization and execution of roles. Timing, pace and flow		
<b>Pre-meeting Activities:</b> Room set up by 11:45 AM Roles filled or last minute glitches handled efficiently Controlled and well planned		
<b>Guests:</b> Guests greeted, introduced to members, meeting roles explained. Meeting buddy assigned Club information kit provided		
<b>President:</b> Sets the right tone Imparts learning Conveys information		
<b>TMOD:</b> Introductions interesting and informative Smooth transition between speakers Pacing, starts/ends on time Podium etiquette		
<b>Timekeeper:</b> Clear and effective explanation and report		
<b>Ah Counter/Grammarians:</b> Clear and effective explanation and report Suitable Word of the Day, expands the Club vocabulary		
<b>Table Topics Master:</b> Effectively explain purpose Choice of topics, interesting and engaging		

Kapolei Toastmasters Meeting Roles

Conducted with energy and enthusiasm Novel and entertaining		
<b>Speech #1, 2, 3</b> Only if an important point is overlooked by the Evaluator		
<b>Evaluation Speech #1, 2, 3</b> Opening, body and conclusion Focused on project objectives Personalized language Feedback appropriate to experience level of speaker Sincere, positive, motivating Specific examples of what speaker did well Show speaker how to improve Evaluation effective?		
<b>Audience Reaction:</b> General mood of the room Program informative, entertaining and held their interest Any special moments?		

**General Evaluator's Overall Evaluation for Meeting**

Give three (3) examples of roles or actions that were done well:

1.

2.

3.

What are three (3) things in your opinion that could be improved:

1.

2.

3.

What was the best thing about this meeting?