



## GENERAL EVALUATOR

### Improving the process while overseeing the execution.

If you think of a club meeting as a project, then you can see the General Evaluator as a kind of project manager. As GE, your responsibilities include:

- Ensuring that the evaluators know their responsibilities.
- Supervising the Timer, and Ah-Counter/Grammarians.
- Evaluating and observing everything that takes place during the entire meeting, beginning to end.
- Making sure each activity is performed correctly.

#### Preparation before the meeting

- Confirm that you will be General Evaluator that week with the person who is **Toastmaster** for that week.
- Prepare a brief verbal explanation detailing the purpose, techniques, and benefits of evaluations so guests and new members will better understand the function of evaluations - how evaluations are a positive experience designed to help people overcome flaws and also reinforce good habits in their presentations.
- Print out this guideline so that you can use the General Evaluator worksheet during the meeting. If you cannot print a copy, please inform the VPE who will provide one for you.
- Review the *Competent Leadership* (CL) manual for the role of General Evaluator and follow instructions on how to receive credit. The purpose of the CL manual is to help you build leadership skills; if all 10 leadership projects are completed, Toastmasters International will formally recognize it by awarding you the designation of CL.

#### During the meeting

1. Bring your *Competent Leadership* (CL) manual to the meeting and have the VPE sign his/her initials on your Project Completion Record page.
2. On meeting day, arrive 5 minutes early. Start taking notes and notice if the meeting begins on time, if guests are welcomed, if the room is set up properly, if anyone who has a role comes in late, if someone filled in last minute to do a role, if shaking hands is done properly each time the meeting is turned over to the next person, if the lectern is ever left unattended, if proper protocol language is used, if the functionaries stood up when called upon to give their report, etc.
3. When called on by the Toastmaster at the beginning of the meeting – PLEASE STAND UP and explain your role for the meeting.

For example, you can say:

*“Thank you Toastmaster, good afternoon fellow Toastmasters, and most welcomed guests. My name is \_\_\_\_\_ and I will be your General Evaluator for today. My role is to assess the meeting as a whole and to make sure that each activity is performed correctly. Evaluations are good to do because it should be a positive experience designed to help people overcome flaws while at the same time, reinforce successful good habits. At the end of the meeting, I will provide feedback on what we did great on as well as how we could improve meetings for the future. Mr./Madame Toastmaster.”*

**As a challenge, try to explain your role by not reading these notes so that you can better engage with the audience. However, if you need to refer to these notes, please do so.**

4. During the meeting, note the general conduct of the meeting - if the Speakers and Evaluators shake hands with the Toastmaster, if volunteers shake hands with the Table Topics Master, if the theme and Table Topics are unique, etc. Note any great highlights of the meeting.
5. At the end of the meeting, the Toastmaster will call on you for a concluding report.
  - a. PLEASE STAND UP - In three minutes or less, concentrate on areas where club members did great on, and also on areas that could use improvement. The goal is to give your club constructive feedback, as well as general highpoints of the meeting. Phrase your evaluation so that it is helpful, encouraging, and motivates club members to implement the suggestions.

### **After the meeting**

- Reflect on how you did as General Evaluator and implement any changes or improvements the next time you are General Evaluator.

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.

More General Evaluator information can be found by clicking [here](#).

**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!**

## General Evaluator Worksheet

Please note: general evaluators are to evaluate the meeting as a whole – acknowledge great points and suggest areas for improvement. *We do not evaluate the speakers or evaluators.*

Evaluation Points	Notes
Please check with the VP of Education and Toastmaster before the meeting begins: Did everyone confirm their roles in a timely manner, send introductions, speech titles in time for the agenda to be printed? Is the agenda filled?	
Please acknowledge and thank any members that took last minute roles.	
Was protocol followed: e.g. Madam/Mr. Toastmaster, hand shake, lectern always attended?	
Did the Toastmaster set the tone with great energy? Any suggestions? How did the Toastmaster do?	
Did the meeting start and end on time?	
Did members with roles arrive early to prepare for the meeting as needed? Did the functionaries stand up when giving their reports?	
Was the energy of the meeting high and the group supportive? In what ways?	
Additional comments: Please frame in a positive way: "I might suggest we arrive earlier if we have roles." "Let's try to remember to shake hands when approaching the front of the room and say 'Thank you Toastmaster/Table Topics Master'"	

