



## General Evaluator Role and Responsibilities

### I. Meeting Preparation – Before the Meeting

1. Call evaluators to brief them on their roles, and tell them whom they're evaluating.
2. Prepare a brief explanation on your role as a general evaluator (see below).

### II. At the Meeting

#### A. Before start of meeting

1. Verify the presence of the evaluators and helpers. Arrange with Toastmaster for last minute substitutes if required.
2. Ensure the individual evaluators have the speaker's manual.

#### B. After start of meeting

1. When The Toastmaster calls you to describe your role, you may state the following:

**My role is to evaluate the meeting in general. I will call for reports from the Speech Evaluators, Timer, Grammarian, and Ah-Counter. Next, I will comment on the quality of the evaluations given by the evaluators of the prepared speeches and Table Topics.**

2. Introduce each Evaluator and state which speaker they are evaluating:

Our **first** evaluator is: \_\_\_\_\_

He will be evaluating our **first** speaker: \_\_\_\_\_

Our **second** evaluator is: \_\_\_\_\_

He will be evaluating our **second** speaker: \_\_\_\_\_

Our **Third** evaluator is: \_\_\_\_\_

He will be evaluating our **Third** speaker: \_\_\_\_\_

3. When called by the Toastmaster, give a general overall evaluation report on:
  - Meeting's start time and end time
  - Room setup
  - Performance of Toastmaster, Table Topics Master, Timer, Grammarian
  - Speakers, Table Topics and Evaluators' Timing
  - How did the meeting go in general? What was done well and what areas could be improved upon to make the meeting more effective and productive.

Return Control to Toastmaster.

## **Overview**

The General Evaluator evaluates everything that takes place during the club meeting. In addition, the General Evaluator conducts the evaluation portion of the meeting and is responsible for the evaluation team: the speech evaluators (make sure they know their responsibilities as evaluators), Ah Counter, Grammarian, and Timer. Normally an evaluator is assigned to each speaker; however sometimes an evaluation may be done by everyone at the meeting (group evaluation) with the evaluator leading the discussion. The General Evaluator may set up any evaluation procedure desired, but makes sure each evaluation is brief yet complete.

Here are some of the things to look for when you are the General Evaluator.

### **START**

Meeting on time? Call to order, invocation, pledge, opening handled smoothly?

### **BUSINESS**

Run smoothly? Did it drag? Was concise agenda followed?

### **GUESTS**

Were guests introduced? Did members welcome guests and new members? Was printed information available?

### **INTRODUCTIONS**

Toastmaster of the Day, guests, Table Topics Master, Speakers, Evaluators – were more than just names given?

### **TABLE TOPICS**

Were topics appropriate? Did Table Topics Master take too much time introducing the questions and topics? Did the Table Topics segment end on time? Did the Table Topics Master call on members who did not have speaking roles?

### **SPEAKERS**

Manual speeches? Were the speakers prepared?

Did the evaluator **Acknowledge** the positive, suggest something to do **Better** or differently and **Congratulate** and **Conclude** (ABC)? Was the tone positive, and appropriate for the experience level of the speaker?

### **TIMER, AH COUNTER, GRAMMARIAN, WORDMASTER**

Were the timing limits observed? Were the reports helpful, smooth, audible, and positive?

### **FUN**

Did everyone seem to enjoy the meeting? Did you enjoy it? What was the tone?

### **MISCELLANEOUS OBSERVATIONS AND COMMENTS**

## **GENERAL EVALUATOR SCRIPT**

Good afternoon, fellow toastmasters and a warm welcome to our guests.

For the benefit of our guests, I am the general evaluator today and I conduct the evaluation portion of our meeting. I will be calling on a team to assist me with giving feedback to our speakers and I will evaluate the meeting as well.

[To conserve time in a club that meets for an hour, you may omit a formal introduction of the evaluation team members and call upon them by name.]

Help me welcome [evaluator #1] to evaluate the speech given by [speaker #1]

[Lead the applause; shake hands as you turn control of the lectern to the evaluator.]

[When the evaluator completes the evaluation, return to the lectern and shake hands with the evaluator as he returns to his seat.]

[Say a sentence or two to acknowledge the evaluation. Also, if the evaluator did not have a suggestion for improvement or something to try differently, give one now. If the evaluation was harsh, restore a positive tone. Evaluations build up the speaker's confidence and abilities.]

Help me welcome [evaluator #2] to evaluate the speech given by [speaker #2]

[See directions following evaluator #1]

[Repeat for as many evaluators as speakers]

Next we'll here from the grammarian \_\_\_\_\_ who's been listening for good uses of the language as well as points for improvement. You may give your report from your place.

Our word today was \_\_\_\_\_, and our Wordmaster \_\_\_\_\_ has been tracking our use of the word. You may give the report from your place.

The Ah Counter tracks the use of verbal pauses – those ah’s and um’s that come out of our mouths while we think of the next thing to say. These verbal pauses detract from our message, and we stop counting at five. Our Ah Counter is \_\_\_\_\_ . You may give your report from your place.

It is important to get your message across in the allowed time, and for the meeting to run according to schedule. Our Timer, \_\_\_\_\_, will now report on how we’ve done with the time. You may give your report from your place.

Now I have a few comments on the meeting as a whole. [See other side, as time permits]

That concludes the general evaluation segment. Let’s welcome back our Toastmaster of the Day, \_\_\_\_\_. [Lead the applause.]