

GENERAL EVALUATOR

PURPOSE

To present each of the **Speech Evaluators**. You will also request the **Timer's** report, **Grammarians** report and **Quizmasters** questions. Finally it is your responsibility to present the members with your evaluation of the meeting. You will offer your opinions on the strengths of the club and the areas where the club can improve the quality of the meetings.

BEFORE THE MEETING

As **General Evaluator** you are responsible for facilitating the evaluation process. In preparation for the meeting you should: Contact all the Speech Evaluators that you are responsible for introducing (a formal introduction such as the toastmaster would give is not necessary to introduce these participants).

AT THE MEETING

During the meeting, you must be attentive. Your role is to be an active observer of the meeting. You gather information on the performance of the members during the meeting. Your job includes:

- Listen and observe during meeting.
- Explain purpose of evaluations in the Toastmasters program.
- Introduce Speech Evaluators
- Ask for Timers's report
- Ask for Grammarians Report
- Ask for Quizmasters Report
- Conduct Vote for the Best Evaluator (if there are three or more)
- Deliver general comments on meeting.
- Return control to Toastmaster

TIPS AND TRAPS

The job of an evaluator is not as easy as it might seem. Your job is to deliver you opinions on the performance of members in their various roles in a Toastmasters meeting but first and for most on the Evaluations provided by the **Speech Evaluators**. These evaluations must be constructive and positive in nature. Your responsibility is to outline the strengths of members performances. You must also point out areas where members could improve their skills.

Make sure you read the literature provided to you when you joined on evaluations. Let your evaluation team make you job easier. **Do not waste effort covering ground they already covered.** Your comments should be short and to the point. Observe the time restrictions as they are outlined on the agenda.

You should do everything possible to keep the meeting running on schedule. Your comments may be short if your program is running behind schedule. If this is the situation, focus on the important comments you wish to make and end as close as you possibly can to the schedule. If the meeting is running behind schedule focus on areas which will help the club ensure the program is running on time in the future. Treat the role of general evaluator as a learning experience for yourself as well as for the club. It gives you an opportunity to practice your listening skills. It allows you to learn more because of increasing listening skills. This is an extremely important portion of the Toastmasters program.

If you have nay further questions, consult the evaluations handbook that was sent to you as a new member. It contains valuable information on performing effective evaluations.