

Guide for General Evaluator

This role is the most important educational one of the meeting and for the officers of the evening. It is an opportunity to hear an evaluation of your role at the meeting.

The role of General Evaluator is that of Teacher and Mentor of the Club standards. It is recommended that this role be given to more experienced members who are known for constructive evaluations.

Before the meeting

Decide what form your evaluation will take. Will you concentrate on any particular area: e.g. quality of evaluations; Officer roles; or general?

Contact the evaluators to confirm attendance and if someone can't make it, arrange a replacement and inform the Toastmaster.

Check that each evaluator knows what they are supposed to be doing, especially if they are not experienced; also the Timer and Grammarian.

Review the agenda and discuss any issues you may have with the Toastmaster in advance.

Arrive early and see how well the meeting is prepared in advance. Take an overview - are the windows open (or closed) to ensure the room is comfortable. Is the seating arranged, projector ready, any special props in place?

At the Meeting

Sit at the back of the room, where you can observe everything.

Note everything that happens and record any possible improvements or things that were particularly well done.

When called on by the Toastmaster come to the top table and accept the gavel. You are now in the chair.

Stand and call on the Timer for the times of the speeches.

Call on the first evaluator to come to the lectern and give their evaluation.

Remain standing until they begin...Mr/Madam General Evaluator...

When they finish, stand to lead the applause and thank them.

Call on the next evaluator and repeat until all are finished.

Call for the Timers report on the evaluators.

Report on the evaluations: in particular, how helpful were they to the speakers. If you think an evaluation could have been better say why and demonstrate how.

Do not re-evaluate speeches and do not give a summary of each speech. You are concerned with the evaluations, not the speeches. Above all be helpful and positive and if necessary correct a harsh or inept evaluation with some balance and positive feedback.

As you comment on each evaluator in turn, you should refer to the quality of the evaluation, the recommendations which were made, and whether you have anything to add. Sometimes you spot things the evaluator missed, and sometimes you may disagree with the evaluator. Keep your comments short and concise, useful and interesting.

Call for the Grammarians report and the Wordmaster's report.

Comment on the Officer roles; Sergeant at Arms, President, Toastmaster, Topicsmaster, Poetmaster, Grammarian, Timer, Wordmaster, and on the general quality and conduct of the meeting. Note strengths and suggest possible improvements, ending on a positive note.

Award the three prizes given out after each meeting. These can go to any member present who has, in your opinion, made a particularly good contribution to the evening.

Thank Evaluators, Timer, Grammarian and Wordmaster and return the gavel to the Toastmaster.

After the meeting

If you find there are some points you wish to follow up with the club's President, the Toastmaster, or specific evaluators arising from the meeting. You should speak to, phone or email those people with your comments as necessary.

A summary of the procedure for use at a meeting is given on the following page.

WRM
15th July 2010.

Procedure

At the start of the meeting you will be introduced and asked to comment briefly on your role

When you are called to the top table:

Thank the Toastmaster

Accept the Gavel but remain standing.

Call on the Timer for the times of the speeches.

Call on the first evaluator to come to the lectern and give their evaluation.

Remain standing until they begin...Mr/Madam General Evaluator...

When they finish, stand to lead the applause and thank them.

Call on the next evaluator and repeat until all are finished.

Call for the Timers report on the evaluators.

Report on the evaluations.

Call for the Grammarians report and the Wordmaster's report.

Comment on the Officer roles; Sergeant at Arms, President, Toastmaster, Topicsmaster, Poetmaster, Grammarian, Timer, and on the general quality and conduct of the meeting. Note strengths and suggest possible improvements, ending on a positive note.

You are free to comment on anything else you feel may be useful.

Award the three prizes given out after each meeting. These can go to any member present who has, in your opinion, made a particularly good contribution to the evening.

Thank Evaluators, Timer, Grammarian and Wordmaster and return the gavel to the Toastmaster.