

General Evaluator

Job # 1: Continuous Improvement

As GE, your responsibilities include:

1. Ensuring the speech and leadership project evaluators know their responsibilities
2. Supervising the timer, grammarian and Ah-Counter
3. Evaluating everything that takes place during the club meeting
4. Making sure each activity is performed correctly

Several days before the meeting, contact the person who will be Toastmaster of the meeting and confirm the meeting program. You may want to develop a checklist to follow during the meeting so you don't have to keep all the details in your head. Some clubs may have a prepared checklist.

When discussing the meeting program with the Toastmaster, ask what evaluation format to use. Typically, an evaluator is assigned to an individual, but sometimes evaluations are done by panels. The general evaluator may set up any evaluation procedure he or she chooses, but it should fit into the meeting program. Remember, too, that every evaluation must be brief and complete. Review the *Effective Evaluation* manual for different evaluation formats.

You'll also need to contact members serving as:

1. Timer
2. Grammarian / Um & Ah Counter
3. Quiz Master
4. Speech / Presentation evaluators

Remind them of their assignments, and brief evaluators on their responsibilities, the members they will evaluate and the evaluation format to use. Make sure the evaluators understand that evaluation is a positive, motivational act that enables fellow Toastmasters to develop their skills. Point out that an evaluation should enhance the speaker's self-esteem and encourage evaluators to prepare thoroughly for their role. You may recommend that evaluators and speakers communicate with each other prior to the meeting to discuss specific project objectives.



On meeting day:

1. Arrive 10 to 15 minutes prior to the start of the meeting.
2. Make sure all evaluators are present and that they have the appropriate evaluation resources.
3. If an evaluator is absent, consult with the VP-Education and arrange for a substitute.
4. 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.
5. Take your seat near the back of the room. This will ensure you have a good view of the meeting and all its participants.

When you're introduced, you may briefly describe one or more of the following:

1. The purpose, techniques and benefits of evaluation so that guests and new members will have a better understanding of the function of evaluations.
2. How evaluation is a positive experience designed to help people overcome flaws and reinforce good habits in their presentations.
3. The role of the General Evaluator for the benefit of guests and newer members.

Remind the timer of the time objectives for the speech evaluations and then introduce the evaluators in the same order as the speeches were given. After the last evaluator has spoken, ask for the timer's report and ask members and guests to vote on who they thought was the best evaluator.

Finally, give your general evaluation of the meeting:

1. Use your checklist and the notes you took during the meeting.
2. Phrase your evaluation so it is helpful, encouraging and motivates club members to implement the suggestions.
3. You may wish to comment on the quality of evaluations. Were they positive, upbeat, helpful? Did they point the way to improvement?
4. Was the meeting room prepared properly with banners, guest books, ballots, etc.
5. Did the meeting, and each segment within it, begin and end on time?
6. Look for and comment on good and less than desirable examples of preparation, organization, delivery, enthusiasm, observation and general performance of duties.

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 that your club is meeting the needs of its members and is continuously improving.