

## ROLE OF THE GENERAL EVALUATOR

**Summary - In this role, you are responsible for facilitating the evaluation portion of the meeting. You are expected to introduce the members of the evaluation team asking them to explain their role where appropriate (timer, um/ah counter, grammarian). You are also responsible for using critical thinking skills to give an overall review of the meeting, which should be presented in a positive manner, while also offering suggestions for improvement when appropriate. Remember that your summary is not simply a chronological review of the meeting – this is what the agenda is for.**

**Prior To The Meeting - The General Evaluator must contact the members of the Evaluation team (speech evaluators, Um/Ah Counter, Grammarian, Timer) to ensure that they will be attending and filling the scheduled role. This should be done by the Sunday prior to the meeting *at the latest* so that if there is a cancellation a replacement can be found in time.**

When called upon by the Chair / Toastmaster, explain that the General Evaluator's job is to arrange for an evaluation team consisting of speech evaluators, timer, um and ah counter and grammarian, and to evaluate the meeting as a whole.

Introduce the evaluation team:

- **Ask Timer to explain the timing device**
- **Ask Grammarian & Um/Counter to explain their role**
- **Explain that as General Evaluator that you will be giving an overall evaluation of the evening later in the program.**

After the speeches, take over from the Toastmaster at the lectern when called upon. Check schedule and comment about speed if necessary.

Call for the Timer's Report of Speeches ONLY to allow the Evaluators to use this information in their evaluation reports.

One at a time, invite each Evaluator of the evening to come to the lectern to provide their reports.

Evaluator #1 \_\_\_\_\_

Evaluator #2 \_\_\_\_\_

Evaluator #3 \_\_\_\_\_

Once the evaluation reports are all completed, ask members to vote for whom

they felt gave the Best Evaluation of the evening reminding everyone what the purpose of the evaluation is. It is not simply "I found the speech entertaining" nor a summary of the speech, but rather, the evaluator is to specifically address the speaker's objectives, as well as overall content/organization and delivery.

Call for the Timer's Report of the Evaluations.

Call for the Timer's Report for the Table Topics if not already done by the Table Topics Master.

Call for the Um & Ah Counter's Report \_\_\_\_\_

Call for the Grammarian's Report \_\_\_\_\_

Ask the Timer to put 5 minutes on the clock for your overall evaluation of the meeting. Your evaluation should comment on the following as appropriate:

#### Evaluation of the Chair:

**\*\*potential items to evaluate include the following, however not all points need to be addressed\*\***

- **Did the meeting start on time? What time?**
- **Did the Chair set an energetic and positive tone for the meeting?**
- **Was the Chair aware of the guests' names and who would be introducing them?**
- **Did the Chair welcome guests and explain the program?**
- **Did the Chair welcome back members who haven't attended in awhile?**
- **Was the Opening Thought appropriate?**
- **Was Chair organized and prepared?**
- **Did it appear that "team members" were contacted before the meeting?**
- **Were transitions handled well?**
- **Did the Chair properly introduce the Toastmaster? (This involves more than "Our Toastmaster for tonight is \_\_\_\_\_" and should include a few statements about the Toastmaster's life, job, family, hobbies, travel, etc.)**

Was the Toast (by: \_\_\_\_\_) appropriate?

Was the Humorous Moment (by: \_\_\_\_\_) appropriate?

Was the Wordmaster (Word of the Week) prepared?

- **Was the word selected suitable? (i.e. was it easy to use?)**
- **Ask Wordmaster for their report on the usage of the Word of the Week**

### Evaluation of Table Topics Master:

- Was the topic appropriate?
- Was the Table Topics Master organized and prepared?
- Did the Table Topics Master provide an explanation of the session and timing?
- Did the Table Topics Master appropriately summarize the individual presentations?
- Did the Table Topics Master ask for the Timer's Report and identify any disqualifications?

Comment on the value and appropriateness of the Ed Tip (Given By: \_\_\_\_\_ )

### Evaluation of Toastmaster:

**\*\*potential items to evaluate include the following, however not all points need to be addressed\*\***

- Did the program stay on schedule?
- Was the Toastmaster organized and prepared?
- Did it appear that "team members" were contacted before the meeting?
- Were introductions appropriate? (This involves more than "Our 1<sup>st</sup> Speaker tonight is \_\_\_\_\_" and should include a few statements about the Toastmaster's life, job, family, hobbies, travel, etc.)
- Were transitions handled well?
- Did the Toastmaster remind members of the purpose of the feedback form and the voting protocol? *i.e.* did they mention that the feedback should be useful and more substantive than "I enjoyed your speech"? The three main areas that should be touched on are: 1) whether the speech met the objectives of the assignment, 2) content and organization, and 3) delivery.

### Comments Regarding Evaluations:

- Did the Evaluator(s) address the objectives of the speech?
- Did the Evaluator(s) note the speakers' strengths and give constructive suggestions for improvement?
- Did they stick to time limits?

Using critical thinking, give your overall impression of the meeting and provide relevant recommendations for future meetings:

Return control to the Chair