



# General Evaluator

*The General evaluator is responsible for leading the evaluation session and providing feedback about the entire meeting. You are responsible for the preparation and performance of your evaluation team, and for the club's progress as outlined in our long-term improvement list.*

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**Speaking**      ★★

**Arrive by**      5:50PM

**Leadership**    ★★★

**Speaking Time**    5-10 min

**Organization**   ★★★

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## 24 hrs before the meeting

- Remind the speakers in advance to provide their evaluation form to their evaluator.

## Before the meeting

- Make sure that the evaluators have receive their forms before the start of the meeting, and speakers have told them what they want to be evaluated on,

- Ask the president to provide you the list of long-term improvement priorities.

## During the Evaluation Session

- Once you accept control of the meeting, give a short explanation of the benefits of evaluation (under 1 minute).
- Mention that there are other people to assist you. ( Speech Evaluator , Table Topics evaluator and Grammarian)
- Ask the timer for the evaluation timing procedures,
- Introduce each prepared speech evaluator,
- Introduce the Table Topics evaluator,
- Introduce the Grammarian,
- Ask the timer if there were any timing infractions. The audience will vote for the best evaluation while you give your general evaluation.
- Ask the timer for the timing procedures of your general evaluation.
- Provide an evaluation of the meeting as a whole (5 to 7 minutes). What to look for:
  - Was the room correctly set up?
  - Did the meeting start on time?
  - Were all the roles and meeting sessions on-time?
  - Mention any role performances that were particularly excellent or give points for improvement,
  - Mention any omissions of lectern etiquette
  - Give feedback on the evaluator roles
  - Follow the General Evaluator's Worksheet for specific points.
- Give back the control of the meeting to the chairperson

## After the meeting

- Ensure that the speech evaluators debrief their speakers.



- State clearly at the beginning of your presentation that any comments you make are your own opinions, not those of the club. For instance, use expressions such as *I think, I believe my attention would be captured even more if, or In my opinion,*

rather than *You should* or *You must*. Other appropriate terms are: *I liked* and *I would have liked*. Avoid making a positive comment and then using a but,

- While each person delivers their evaluation, sit off to the side but closely enough that you can return quickly to the lectern,
- Always be positive: make your feedback constructive. Don't criticize negatively without offering ideas on how to improve. Stick to only one or two areas of improvement. People will ignore everything you say if you appear to be too negative. Conclude discussion of each function with praise or congratulations.

# G.E.'s WorkSheet

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Explain that you will now be giving your general evaluation of the various roles in the meeting. While you can choose to do it differently, it usually makes the most sense to work through the various roles in chronological sequence. Ensure you give General Comments, positives and "for improvement" for each role, however short the role.

## Example

*Harold, I found your toast was truly inspirational. I thought that the topic was definitely appropriate. I believe that it would have been easier for us to respond in unison, if the declaration had consisted of only 3 or 4 words. Just the same, you certainly got us into the spirit of your toast – it was delivered with sincere passion. Congratulations!*

## Elements to observe

### General Meeting Comments

**Observe:** overall feel, room/break setup, banners, agendas, meeting starting on time.

### Sergeant-at-Arms

**Observe:** organization, introduction of Chairperson, set tone of the meeting, "rules & regulations" reminders, originality.

### Chairperson

**Observe:** organization, opening remarks, head table / guest /TM intros, business session.

## Grammarians

**Observe:** explanation of 4-part role, clarity of message / voice, stance, pitch, posture.

**NOTE:** ONLY COMMENT ON THE FIRST PART, WHEN HE/SHE EXPLAINED THE ROLE; DO NOT COMMENT ON THE REPORT.

## Moment of Reflection

**Observe:** content, clarity of message / voice, relevance, stance, pitch, posture.

## Moment of Humor

**Observe:** content, clarity of message / voice, humor, relevance, stance, pitch, posture.

## Toast

**Observe:** content, clarity of message/voice, relevance, reminded us to rise, easy to repeat.

## Timer

**Observe:** knowledge of timing for sections, ease with timer, accuracy, general flow.

## Toastmaster

**Observe:** organization, smooth flow, clarity of message / voice, relevance, voice projection, intro of TTM / speakers, explanation of education session / manuals / voting procedure for speeches, transition to/from break, knowing of speech titles, asking for speaker's objectives, allowing time to complete feedback forms.

## Table Topics Master

**Observe:** explanation of relevance of TT, description / guidelines for TT + evaluations, organization, choice of theme, difficulty of questions, general flow, asked guests to participate, started by asking an experienced member, voting, wrap up.

## Evaluators

**Observe:** originality, following of evaluation process, general flow