

Confident Speakers Toastmasters Club

General Evaluator Role and Responsibilities

The General Evaluator manages the evaluation portion of the meeting and evaluates the entire meeting. The purpose of evaluation is to give feedback to individuals and the club. This helps individual members improve and helps the club improve its meetings.

Quick view of what the General Evaluator does

1. Introduce the speech evaluators

 Their name and who they are evaluating

2. Call on the time keeper to give the speech evaluators speaking times
3. Call for a vote for the best speech evaluator if more than one qualifies
4. Call on the Ahh Counter / Grammarian to give their report
5. The General Evaluator evaluates the meeting
6. Return conduct of the meeting to the Toastmaster

The General Evaluator Meeting Evaluation

The General Evaluator evaluates the entire meeting. At a minimum, the GE should say something about the Toastmaster, Topic Master, and Speech Evaluators. Usually, they will also address timing and conduct issues if necessary. The GE does not evaluate the speakers.

What the GE actually talks about depends on what happens in the meeting and what areas they see where things were done well and where improvement is needed. This is a critical role in Toastmasters because it addresses how well the club is providing benefit to the members and conducting its meetings in a way that members want to remain members.

You need to pay attention to everything that happens in the meeting from the moment it starts. You usually do not have time to talk about everything so you select those things you consider most important to mention. As you will see below, there are a lot of things that can occur in a meeting which could be mentioned by the General Evaluator. **You only have five minutes so select those things you consider most important to mention that will help us.**

Here are some of the things you should be looking at to determine if there is something worth mentioning.

1. Business Meeting

Did the Sergeant at Arms call the meeting to order on time?

Did the President turn over the meeting to the Toastmaster by 6:45 pm or earlier?

Did anything occur during this section of the meeting that needs pointing out either because it was done well or there is an area for improvement.

Did the President introduce all the guest?

If Guest were present, did the President explain what a Toastmaster meeting was like?

2. Toastmaster

How well did the Toastmaster introduce the theme of the evening and get the meeting started?

Did the Toastmaster call on the Time Keeper, Vote Counter and Ahh Counter / Grammarian to explain their roles?

How well did the Toastmaster introduce each speaker so the audience was prepared to listen to this speaker?

Did the Toastmaster call for a time keepers report on the speakers and then ask everyone to vote for the best speaker?

Did the Toastmaster introduce the Table Topics Master and General Evaluator?

Overall, how well did the Toastmaster handle their role as the "Master of Ceremonies" of the meeting?

3. Table Topics Master

Did the Table Topics Master emphasize using the Word of the Day in your talks in order to qualify for the vote?

How clear and easy were the topics to understand and how clear was it how they were to be answered? If members had to ask for the topic to be repeated, how might the Table Topics Master have handled the topics differently so this was not necessary?

How creative or interesting were the topics?

Did the Table Topics Master call on members who had no roles or only minor roles in the meeting then guest and only called on the Toastmaster, General Evaluator, Speech Evaluators, and Speakers if there was still time available?

This is an on-going issue at the club. Table Topics Masters seem to forget this and call on those with primary roles before they have called on members who have minor or no roles. The role of Table Topics is to give a speaking opportunity to members who have no role or only a minor one as well as guest. Those with primary roles already have an opportunity to speak and so they should only be called after everyone else has had their chance.

Did the Table Topics Master call on their last speaker by no later than 7:30 pm?

Did the Table Topics Master call for a time keepers report and a report on the use of the Word of the Day from the Grammarian?

4. Speech Evaluators

Did the speech evaluator have an overall positive and encouraging tone?

Did the speech evaluator mention both things the speaker did well and talk about areas where the speaker can improve?

It is important the speech evaluator do both. They shouldn't just say wonderful things about the speaker. They must also offer some suggestions for improvement because the speaker is here to improve their ability to communicate.

The only way the GE can talk about a speech is if they need to give an example of how to do something during their evaluation of the speech evaluator. If there was something major the speaker did well that the evaluator missed, you could point this out. If the speech evaluator failed to offer any suggestions for improvement, you could mention one or two you noticed as an example.

Did the speech evaluators use the "sandwich approach" in giving feedback?

This is where they start by saying positive things, then offer some suggestions for improvement, and then say some more positive things.

The speech evaluator can offer some positives, some suggestions, some more positive and some more suggestions as long as they end on a positive.

Did the evaluators speak from their own personal point of view?

An evaluation is that individuals personal impression of the speech. It's mostly a first person talk directed at the speaker.

Overall, do you feel the evaluator helped the speaker to become a better speaker?

5. Ahh Counter / Grammarian

Did they explain their role clearly?

Did they keep track of the use of the Word of the Day for the Table Topics session?

How well did they count the vocal bridges and report them?

Did they talk about the use of words and grammar?

6. Time Keeper

Did they explain their role clearly?

Did they operate the lights correctly?

Did they keep track of and report the time?