

GENERAL EVALUATOR

These notes are to help you prepare for your role as General Evaluator at the next Toastmasters meeting.

General Evaluator Duties: Responsible for the Evaluation Session.

BEFORE THE MEETING

- 1.) Confirm assignment to the Chairman and Toastmaster. Ask the Toastmaster for the speaker's names.
- 2.) Assign Evaluators to the Speakers, Ask each Evaluator to call their speaker and gather information on the speech assignment.
- 3.) Contact the assigned Grammarian, Parliamentarian, Timekeeper and Quiz-Master to confirm they will perform their duties.
- 4.) Arrange substitutes if required, and ensure the substitutes understand their duties.

AT THE MEETING

- 1.) Call upon evaluators to evaluate the speeches. Instruct the evaluators to state at least one recommendation for improvement. Evaluations should run at a maximum of 2 minutes each. Instruct the timekeeper to give light signals at 1min, 1min 30sec and 2 minutes. If time permits also call upon other members in the audience to give impromptu thirty second evaluations
- 2.) Call for reports from the Grammarian, Time Keeper, and Quizmaster.
- 3.) Offer a general evaluation of the meeting, including:
 - a. Evaluation of the Head Table
 - b. Evaluation of the general atmosphere of the meeting.
- 4.) Remind members to:
 - a. Vote for the best speaker and evaluator
 - b. Fill in the comment slips for appropriate assignments (speakers, Toastmaster etc.)
 - c. Pass ballots and slips to the Vote Counter quickly so the votes may be tallied.
- 5.) Return the meeting to the Chair.