



GENERAL EVALUATOR Role

The General Evaluator gives feedback to the meeting participants who have not already been evaluated.

Toastmaster – Introduces the General Evaluator

General Evaluator – Makes an opening statement on evaluation. If guests are present, probably mention each role. Introduce each member of the evaluation team in order. Shake hands as you turn the floor over to them.

Speech Evaluator 1

Speech Evaluator 2

Topics Evaluator

Ah Counter\Grammarian

Timer

General Evaluator – Makes closing remarks on the overall meeting flow and any observations. This can be simply thanking your team and turning control back to the Toastmaster.

Toastmaster – Continues and concludes the meeting

Here is a checklist of things you **might** include in an evaluation. It isn't intended to be a definitive list. The General Evaluator should also consider the meeting as a whole and overall effectiveness at the goals of Toastmasters.

A. Presiding Officer

- ☐ Did the meeting start on time?
- ☐ Were the guests welcomed?

B. Toastmaster

- ☐ Were the meeting roles explained?
- ☐ Were guests given an opportunity to introduce themselves?
- ☐ Did the introductions include...
 - a brief biographical sketch?
 - the objectives of the speech?
 - the speech title?
- ☐ Were the transitions between speeches smooth?
- ☐ Did the segues between speeches show that the Toastmaster was listening?

C. Table Topics Master

- ☐ Were the topics appropriate?
- ☐ Were the topics introduced in 1 minute or less?
- ☐ Were any special techniques (e.g., props, gestures) employed?
- ☐ Were members called on in the appropriate order (those with no role, then smaller roles, then larger roles)?
- ☐ Were guests invited to participate?

D. Table Topics Participants

- ☐ Were any special techniques (rephrase, artful dodge) used?
- ☐ What, in terms of the *mechanics* of impromptu speaking, can be improved?

E. Evaluators

- ☐ Was the book report summary avoided?
- ☐ Was the 'sandwich' technique employed:
 - Did it begin on a positive note?
 - Was at least one suggestion for improvement made?
 - Were more than 3 suggestions made?
 - Was encouragement added at the close?



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Just like a speech evaluation, the general evaluation should neither be a whitewash nor a scathing criticism but should point out where the club could use some improvement and what we are doing well.

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General Evaluator – Makes closing remarks on the overall meeting flow and any observations. This can be simply thanking your team and turning control back to the Toastmaster. Return Control to the Toastmaster

Toastmaster

From <https://www.toastmasters.org/Membership/Club-Meeting-Roles/General-Evaluator>

General Evaluator

Taking on this role improves critical thinking, organizational skills, time management skills, motivational and team-building skills

The General Evaluator evaluates everything that takes place during the club meeting. In addition, the General Evaluator conducts the evaluation portion of the meeting and is responsible for the evaluation team: the speech evaluators, Ah Counter, Grammarian and Timer. As General Evaluator, you:

- Ensure other evaluators know their tasks and responsibilities
- Explain the purpose and benefits of evaluations to the group
- Identify and confirm meeting assignments with the Timer, Grammarian and Ah-Counter
- Confirm the club meeting program and/or checklist with the Toastmaster
- During the meeting, take notes and report on all club proceedings to evaluate things such as timeliness, enthusiasm, preparation, organization, performance of duties, etc.