

THE GENERAL EVALUATOR

The General Evaluator evaluates anything and everything that takes place at the meeting, except the individual speakers. The primary responsibilities are to:

1. To introduce the evaluators.
2. To provide an brief overall evaluation of the meeting.

Before the Meeting:

1. Check with the Toastmaster to confirm who the speakers will be.
2. Call the evaluators and assign them a speaker. You have choices in the assignment of the evaluator to a speaker and you can also check if they have preferences.
3. Suggest that each Evaluator call his or her speaker to talk over any special evaluation requirements suggested in the manual or requested by the Speaker. Remind Evaluators to remind speakers to bring their Toastmaster manual to the meeting.
4. If Evaluators are new members, give them some guidance about how to do a good evaluation.
5. If an Evaluator isn't present, ask someone to be the backup evaluator in case the Evaluator doesn't show up by the time the meeting starts.

During the Meeting:

Notice everything that happens (or doesn't but should). Were there unnecessary distractions that could have been avoided? Did each segment of the meeting begin and end on time? Were there other problems?

The Table Topics Master will introduce you. You now preside over the meeting.

1. Go to the lectern, tell the Clockwatcher the time for the evaluations (depending on how much time is available) and introduce each Evaluator. Shake his or her hand, pass behind and sit down.
2. After the evaluations are complete, call for the Clockwatcher's report and ask the members to vote for best Evaluator.

3. Ask for the Wordmaster/Grammarian's and the Ah Counter's reports.
4. Give your evaluation of the meeting. Focus on the positive, but also feel free to make suggestions for improvement.
5. Ask the Ballot Counter if he/she is ready and , then give out awards.
6. Return control of the meeting to the President.