



## The Survival Guide of General Evaluator

Thank you very much for being the General Evaluator. The role of the general evaluator is to evaluate everything that takes place throughout the meeting and to evaluate those who have not been assigned an evaluator. The responsibilities are large, but so are the rewards. The general evaluator role provides excellent practice in such leadership skills as critical thinking, planning, preparation & organization, time management, motivation and team building.

The general evaluator is responsible to the Toastmaster who will introduce you; at the conclusion of the evaluation segment of the meetings you will return control to him or her. You are responsible for the evaluation of the Toastmaster, Timer, Ah-Counter, Grammarian, Table Topics Master, Table Topics Evaluators and Individual Speech Evaluators - meeting participants who have not been evaluated by assigned evaluators.

At the end of the meeting, you will have eight minutes (unless advised otherwise by the VP Education organizing the meeting or by the Toastmaster) to share your observations, comments and suggestions regarding the quality of the meeting and all role-takers.

### What Do You Need to Do Prior to the Meeting?

- Check with the Toastmaster to find out how the program will be conducted and if there are any planned deviations from the usual meeting format. Remember, always be ready before the meeting starts.
- Prepare a brief but thorough talk on the purpose, techniques and behests of evaluation (for the benefit of the guests). Evaluation is a positive experience designed to help people overcome weak habits and add power to good ones.

### What Do You Need to Do Upon Arrival at the Meeting?

- Arrive **EARLIER!** Good to be the **FIRST** one there so you can observe how things are from the start.
- Sit near the back of the room to allow yourself full view of the meeting and its participants.

### What Do You Need to Do During the Meeting?

- Take notes on everything that happens (or doesn't, but should). For example: Is the club's property (e.g. trophies, banner, and educational material) properly displayed? If not, why? Were there unnecessary distractions that could have been avoided? Create a checklist from which you can follow the meeting. Did the meeting and each segment of it begin and end on time?
- Cover each participant on the program. Look for good and less-than-desirable examples of preparation, organization, delivery, enthusiasm, observation, and general performance of duties. You may wish to comment on the quality of evaluations. Were they positive, upbeat helpful? Did they point the way to improvement? Remember, you are not to reevaluate the speakers, though you may



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wish to add something that the evaluators may have missed. For evaluators, please also check if they evaluated the speakers based on project objectives.

- When introduced to conduct the evaluation phase of the meeting, go to the lectern/stage and share with the audience your observation on the good practices and suggestions for improvement according to the notes you took on the templates provided. Phrase your evaluation so it is helpful and encouraging, and motivates club members to implement the suggestions so the next meeting can be improved. Due to time constraints, please focus on the individual evaluation of participants rather than on the physical arrangements and logistics of the meeting.



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## General Evaluator Notes Template

<b>Good Practices</b>	<b>Areas for Improvement</b>
<i>Upon Arrival</i>	
<i>Opening</i>	
<i>Toastmaster of the Day (Evening)</i>	
<i>Timer</i>	
<i>Ah Counter</i>	
<i>Grammarian</i>	
<i>Table Topics Master (if needed)</i>	



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<b><i>Table Topics Evaluator (s)</i></b>	
<b><i>Individual Speech Evaluator (s)</i></b>	
<b><i>Overall/Summary</i></b>	