



# LionCity

## TOASTMASTERS CLUB

*Where Speech Excellence Begins.....*

## ***When you are the General Evaluator***

The general evaluator is just what the name implies—an evaluator of anything and everything that takes place throughout the meeting. The responsibilities are large, but so are the rewards.

- The general evaluator is responsible to the Toastmaster of the Evening (TME) who will introduce you; at the conclusion of the evaluation segment of the meeting, you will return control to him or her.
- You are responsible for the evaluation team, which consists of the Project Evaluators, Timer, Ah Counter, and Language Evaluator
- Methods for conducting the evaluation sessions are limitless. Review the *Effective Speech Evaluation* manual for ideas.

### **PRIOR TO THE MEETING**

\_ Check with the TME 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 when the meeting starts.

\_ Call all of the evaluators (at least 3 days in advance) to confirm their job and to tell them whom they're evaluating and what evaluation format you will be using (if any). Suggest each evaluator call his or her speaker to talk over any special evaluation requirements suggested in the manual for the speech.

\_ During the briefing, emphasize that evaluation is a positive, helping act. As conscientious toastmasters, their goal must be to help fellow toastmasters develop their skills.

- Emphasize that evaluations should preserve or at least enhance the self-esteem of the speaker.

\_ Call the remaining members of the evaluation team (at least 3 days in advance) to remind them of their assignments.

### **UPON ARRIVAL AT THE MEETING**

\_ Insure the individual evaluators have the speaker's manual and understand the project objectives and how to evaluate it.

\_ Greet all evaluators who are present. If an evaluator is not present, consult with the Vice President Education and arrange for a substitute.

\_ Verify each speaker's time and notify the timer.

\_ Sit near the back of the room to allow yourself full view of the meeting and its participants.

### **DURING THE MEETING**

\_ Take notes on everything that happens (or doesn't but should).

- For example: Is the Club's property (trophies, banner, educational material, etc.) 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 unacceptable examples of preparation, organization, delivery, enthusiasm, observation, and general performance of duties.
- Remember, you are not to reevaluate the speakers, though you may wish to add something the evaluator may have missed.

\_ Identify the Evaluators, Language Evaluator, ah counter, and timer. Thank them for helping out in your team.

\_ Wrap up by giving your general evaluation of the meeting, using the notes you took as suggested above. You may wish to comment on the quality of evaluations. Were they positive, upbeat, helpful? Did they point the way to improvement?

### **RESOURCES**

*Chairman* (Catalog No. 200)

*Effective Speech Evaluation* (Catalog No. 202)