

General Evaluator

The General Evaluator is almost the last person to speak at a Toastmasters meeting. This page gives tips on what's required from a General Evaluator and how to give an effective **meeting evaluation**.

The General Evaluator evaluates the conduct of the meeting, including the Toastmaster and all the evaluators. The General Evaluator usually has 8-9 minutes to give the meeting evaluation, so it's important to be prepared and organised.

Before the meeting

The General Evaluator should be in contact with the Toastmaster to find out what is planned, and get any instructions.

General Evaluator should check the agenda and make a note of all the evaluations that will be conducted and the evaluator's names. It's a good idea to prepare a template in advance (see attached), making a note of the meeting details, and leaving half a page for each evaluation that you will be commenting on, eg Toastmaster, Table Topics Master, Speech Evaluators, Table Topics Evaluator, President and other participants such as Grammarian, Timekeeper etc. You could also decide to evaluate the meeting using a **theme**, such as Excitement, Enthusiasm, Educational, etc and make your comments along those lines.

During the meeting

As General Evaluator, you should be taking notes on **everything** that happens or, in your view, *should* happen at the meeting, For example, were there unnecessary distractions that could have been avoided? Did the meeting and each segment of it, begin and end on time?

Use the meeting agenda and your prepared template to assist. Write clearly and concisely, because you will be required to give a "speech on the fly" and there is nothing worse than having a minute's silence while you try to decipher your notes.

The General Evaluator should sit near the back of the room so you can observe the proceedings from a good vantage point. At SSH the GE usually sits besides the Timekeeper and they work as a team.

You are the last speaker before the Toastmaster closes the meeting. As you comment on each evaluator in turn, you should refer to the **quality** of the evaluation, the **recommendations** that were made, and whether you have anything to add. Sometimes you spot things the evaluator missed, and sometimes you may disagree with the evaluator. Keep your comments short and concise, useful and interesting.

The General Evaluator is responsible for inviting the feedback from the **Ah Counter** and **Grammarian**.

The GE slot is 8-9 minutes.

Table Topics Evaluation

Although SSH has a specific role for TT Evaluations, at times there are insufficient members available to fill all roles. In this instance the GE can be expected to include these evaluations as part of the meeting evaluation, but new participants may prefer to omit this part if desired. If TT is included, the GE slot will be for a total of **10-12** minutes.

After the meeting

You may find there are some points arising from the meeting that you wish to follow up with the club's President, the meeting TM, or specific evaluators. You should speak to, phone or email those people with your comments as necessary.

It is also recommended that the General Evaluator, who has taken the most notes of the meeting, should send out the **Meeting Report** to all members and visitors. This gives everyone a chance to reflect on the meeting and as the GE is ever-changing, it lends a fresh voice to each report. The Report is sent to all members and visitors and should be up-beat and enthusiastic without referring to Club business.

Resources

For further information about the role of General Evaluator, look in the Toastmasters Competent Communication Manual, pages 66-67.

Credits

Completing a General Evaluation counts towards the following Competent Leadership Award Projects

- 2 - Critical Thinking
- 3 - Giving Feedback
- 5 - Planning and Implementing
- 7 - Developing Your Facilitation Skills
- 8 - Motivating People
- 10 - Team Building

Further Information on General Evaluation

http://www.toastmasters.org.nz/index.cfm/Speaking_Resources/General_Evaluations.html