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| <p style="text-align: center;">The Chicago Toastmasters District 30 - Division C - Area 4 - Club 3559</p> |
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The Role of the General Evaluator

What is the General Evaluator's role?

- * Serves as the "Toastmaster" for the evaluations-portion of the meeting.
- * Evaluates the overall tone and fluidity of the entire meeting.
- * Evaluates the Business Chairperson, Toastmaster, and Table Topics Master.

What are some of the routine questions that the General Evaluator will address?

- * Did the meeting start/end on time?
- * Did the meeting have a positive/negative tone?
- * Was the meeting organized?
- * Was the agenda followed?
- * If not, were the changes explained clearly to the meeting's attendees?
- * Was the Word of the Day used?

What should the General Evaluator do PRIOR to the meeting?

- * Speak with the Toastmaster to obtain information on which members will be serving on the Evaluation Team.
- * Make sure the Evaluators for the individual speeches have read the appropriate evaluation criteria.
- * Make sure the Timer, Grammarian/Ah Counter, Vote Counter, and Evaluators for individual speeches understand their responsibilities.
- * Answer questions from any member(s) of the Evaluation Team.

What should the General Evaluator do DURING the meeting?

- * When the Toastmaster introduces the roles for the day, the General Evaluator should have each of his/her Evaluation Team members explain their roles.
- * Once the Toastmaster "yields control" of the lectern/podium to the General Evaluator (after the last speaker), the General Evaluator should call on the Evaluators that will perform the individual speech evaluations (one at a time).
- * After the last individual speech evaluation, the General Evaluator would ask the attendees to vote for the best of individual evaluators.
- * Then, the General Evaluator would ask for the Grammarian/Ah Counter's report and the Timer's report.
- * The General Evaluator would then perform his/her

- general evaluation of the meeting.
- * The General Evaluator should avoid repeating feedback already provided by individual speech evaluators, the timer, and the Grammarian/Ah Counter (Unless emphasizing a learning point/kudos).
 - * Finally, the General Evaluator would then "yield control" or "return control" of the meeting to the Business Chairperson or the Toastmaster.
 - * This is typically initiated by the phrase "Madame/Mr. Business Chair or Madame/Mr. Toastmaster".

Prepared by Scott Langan, CTM on July 8, 2000.
Reformatted by Dave Briars, CTM on July 3, 2002.