

General Evaluator

The duty of the General Evaluator is to evaluate the whole meeting, with the assistance of the individual Speech Evaluators, Business Session Evaluator, Table Topics Evaluator, Timer, Grammarian, Grunt Counter and Harkmaster. This is a leadership opportunity that calls for you to evaluate an entire meeting rather than just one speech.

A few days before the meeting you should contact the individual evaluators and ensure they know who they are to evaluate and the manual and speech number or other assignment involved.

During the meeting take note of everything that happens (or doesn't happen, but it should). For example, is the club property (banner, guest book) properly displayed? Were members and guests properly welcomed as they arrived? Did the meeting, and each part of it, begin and end on time? Were transitions between meeting segments smooth?

Observe every participant in the program, from the person giving the inspiration to the last report by the "watchdogs" – timer, harkmaster, grunt master and grammarian. Look for good and unsatisfactory examples of preparation, organisation, delivery, enthusiasm and performance of duties.

At The Lectern

When called upon by the Toastmaster of the meeting, you are required to:

1. Introduce the individual Speech Evaluators
2. Call for vote for Best Evaluator
3. Call for the Timer's report for individual Speech Evaluators.
4. Call for the Grunt Master's report. '
5. Call for the Grammarian's report.
6. Introduce the Harkmaster.
7. Evaluate the individual evaluators
8. Give an evaluation of the Toastmaster of the meeting.
9. Give any further comments on the overall conduct of the meeting.
10. Return control of the meeting to the Toastmaster.

When evaluating the individual evaluators the following points should be taken into account:

Business Session: 'Add very briefly your own impressions, if considered necessary, and any further points to assist particularly the

Chairman and club officers.

Table Topics Evaluator. Cover the general handling of the Table Topics session by the Table Topics Master and suitability of topics given, if these aspects were not covered by the Evaluator.

Speech Evaluators. Did they cover the points as directed by the evaluation guidelines in the manual? Offer helpful suggestions and briefly cover any points missed in the evaluation.

Avoid repeating what the individual Evaluators have already said.

General Evaluation Tips

The General Evaluation is a challenging task and generally there is no much time (5-7 minutes) for a thorough report. Here are some tips for making the most of this time and for presenting an evaluation that motivates:

- 1. Cover only the most important points.** Don't try to mention every item on your note pad. Highlight some aspects of the meeting that were done well and offer praise. Likewise, mention only flaws that in your opinion seriously detracted from the quality of the meeting.
- 2. Be direct.** Clarity and brevity are important, since time is limited.
- 3. Be sensitive.** Never humiliate or embarrass anyone.
- 4. Make it positive.** The overall tone of your evaluation should be encouraging and helpful. A good evaluation promotes personal development as well as club teamwork. You want to build participant's self-esteem and motivate them to do better next time. A positive approach is the best way to accomplish this.

Remember: Evaluations set the tone for the level of excellence at each Club meeting.