

General Evaluator - Improving the process while overseeing the execution.

Being GE is a big responsibility and it is integral to the success of the club member. People join Toastmasters because they have a goal – they want to learn something. The club is where they learn. If the learning environment isn't focused and fun, members won't learn what they joined to learn. Your observations and suggestions help ensure the club is meeting the goals and needs of each member.

Before meeting day:

As GE, you get the chance to practice and improve your skills in critical thinking, planning, preparation and organization, time management, motivation and team building! Your responsibilities include:

- Confirming your evaluation team (Timer, Grammarian, Ah-Counter, and Individual evaluators) - and remind them of their responsibilities
- Evaluating everything that takes place during the club meeting, and making sure each activity is performed correctly
- Several days before the meeting, contact the Toastmaster of the meeting and confirm your attendance and your evaluation team's attendance.
- You should also develop a checklist to follow during the meeting so you don't have to keep all the details in your head.
- Furthermore, prepare for your role by working with the different projects (one project every time you perform the specific role) on your competent leadership manual. Make sure the project number you wish to work with, is in accordance with the project number registered on easy speak with your role.

Role	CL	Presenter	Accept
Toastmaster	CL#5	Fanshuang Kong	
General Evaluator	CL#2	Tester Testington	Choose the project number you wish to work with and get an evaluation for.
Table Topic Master	---	Unassigned	
Timer	---	Unassigned	Make sure when you give your CL manual to the VPE for written evaluation, to specify the project number.
Ah Counter	---	Unassigned	
Grammarian	CL#8	Rahul Yadav	
1st Evaluator	---	Unassigned	

Remind the evaluation team of their assignments, and brief them on their responsibilities. Reinforce that evaluations should be a positive, helping act that enables fellow Toastmasters to develop their skills. An evaluation should enhance the speaker's self-esteem, so encourage evaluators to prepare thoroughly for their role. Recommend that they contact the member they've been assigned to evaluate to discuss specific objectives.

On meeting day:

- Arrive early, and make sure all evaluators are present and that they have the appropriate speaker or leader's manual.
- Ask each evaluator if they have any questions about the project objectives to be evaluated, verify each speaker's time and notify the timer
- Take your seat near the back of the room. This will ensure you have a good view of the meeting and all its participants.
- Ask from the members with leadership roles, speakers and table topic speakers, their CL manuals in order to provide them with written evaluation at the end of the meeting. Ask them which project number they want to receive evaluation for their role.
- Give your CL manual to the Vice President Education (or another officer, if VPE is not present) to provide you with written evaluation for your role.

When you're introduced, provide a verbal explanation detailing:

- (1) The purpose, techniques and benefits of evaluation so guests and new members will better understand the function of evaluations.
- (2) How evaluation is a positive experience designed to help people overcome flaws and reinforce good habits in their presentations.

(3) Identify the Speech Evaluators

(4) If the Toastmaster of the evening has not done so, introduce the Grammarian, Ah-Counter and Timer. Have these members briefly state the purpose of their jobs.

During the meeting, use your checklist and 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, CC and CL manuals) properly displayed? Were there unnecessary distractions that could have been avoided? Did the meeting and each segment of it, begin and end on time?

Study each participant on the program. Look for good and less than desirable examples of preparation, organization, delivery, enthusiasm, observation and general performance of duties. When it's time to begin the evaluation portion of the meeting, the Toastmaster will introduce you, again. Go to the lectern and introduce each evaluator. After each recitation, thank the evaluator for his or her efforts.

Finally, give your general evaluation of the meeting:

- Use your checklist and the notes you took during the meeting.
- Phrase your evaluation so it is helpful, encouraging and motivates club members to implement the suggestions.
- You may wish to comment on the quality of evaluations. Were they positive, upbeat, helpful? Did they point the way to improvement?

When you've completed your evaluation, return control of the meeting to the Toastmaster.

*******Please note*******

Some of the tasks mentioned above, are performed in our club by the toastmaster. If you wish to perform fully the tasks as written above, please contact the toastmaster of the meeting and your VPE. Finally, if you wish to contact members with roles as mentioned above and coordinate with them for the upcoming meeting, you can ask for their contact information from the VPE.

List of things to be taken into consideration for the general evaluation of the meeting, as a whole!

Sergeant at Arms

Room Prepared
Greet Each Person
Name Tags / Guest Roster

Topics Appropriate/Thought-
Provoking

Opening (President)

Start (& Close) on Time
Business (brief)
Program Changes/Update given
Introduction of Toastmaster

Speech Evaluations

Thorough?
Helpful? (Suggestions for
Improvement)
Encouraging? (Strong Points
Mentioned)

Toastmaster

Toastmaster "fill in" Holes in Agenda
Times on Agenda (& followed)
Other specific comments about
handling this job

Time Limits Observed (agenda, etc)?

Fun?

Introductions -

Inspiration/Joke -

Prepared Speeches

(general comments, speech evaluators gave
more specific evaluations)

Table Topics

Non-Participants Involved?