



Your Meeting Role As General Evaluator:

Thanks for taking the role of General Evaluator (GE). To meet your goals of organizing and preparing your evaluation team to contribute to and evaluate a well-organized, enjoyable, timely meeting. To do so requires communication with the Toastmaster to make sure you and your evaluation team are prepared.

The general evaluator is responsible for evaluating *everything* about the meeting. It is a tremendous way to increase your perception and attention to detail that make a meeting. The GE is responsible to the Toastmaster who will introduce you. Your team includes the Vote Counter, Wizard of Ahs, Timer, and Speech Evaluators.

This checklist is to help you cover all the bases to ensure a great meeting, and help you manage the preparation. This checklist and the job of General Evaluator should take less than one hour to complete.

Immediately following the prior meeting:

1. Talk with the Toastmaster regarding how the evaluation assignments will be handled. At the meeting or before your meeting, check the Opportunity Sheet then print the Opportunity Sheet available at www.sunrisetoastmasters.com
2. The Toastmaster will attempt to fill the all roles for the meeting, with your help as requested.
3. Assign evaluators to speakers with Toastmaster.
4. Contact your evaluators and instruct them to contact the speakers regarding the speech assignment and any areas they request special attention. Remind evaluators that the evaluation is a positive experience designed to help people overcome weak habits and add power to good ones.
5. Instruct new and inexperienced evaluators.

Within three days of meeting:

1. Confirm speakers with Toastmaster and learn of any planned deviations from the usual meeting format.
2. Contact your evaluators and instruct them to contact the speakers regarding the speech assignment and any areas they request special attention. Instruct/remind evaluators that the evaluation is a positive experience designed to help people overcome weak habits and add power to good ones.
3. Prepare brief, thorough talk on the purpose, techniques, and benefits of evaluation (for the benefit of the guests).

The day of the meeting:

1. Arrive before 7:00 AM to help the Toastmaster with any last minute details.
2. Fill last minute evaluation team roles.
3. Insure individual evaluators have the speaker's manual and understand the project objectives and how to evaluate it.
4. Greet all evaluators. If an evaluator is not present arrange a substitute.
5. Verify each speaker's time and notify the timer.
6. Sit near the back of the room to allow yourself a full view of the meeting and its participants.

During the meeting:

1. Take notes on everything that happens, or doesn't but should. (Was the Toastmaster prepared? How did the room setup work? Did the meeting and each segment begin and end on time? Was the lectern always attended?)
2. Cover each participant on the program. Look for good and unacceptable examples of preparation, organization, delivery, enthusiasm, observation, and general performance of duties. Don't reevaluate the speakers.
3. Early in the meeting you will introduce the evaluation process and review the benefits of good evaluations. You will then introduce the Vote Counter, Timer, and Wizard of Ahs. Ask they state the purpose of their jobs.
4. You will be introduced to conduct the evaluation phase of the meeting, go to the lectern and introduce each evaluator. After each evaluation, thank the evaluator.
5. If the Toastmaster neglected to ask for the Timer's Report and voter for "Best Speaker" do it before individual evaluations are given.
6. Wrap up by giving your general evaluation of the meeting using 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?
7. Reintroduce the Toastmaster for awards and adjournment.