



## General Evaluator Role

*Contact each Evaluator the Monday of the meeting advising them of the speaker they will be evaluating. Recommend to Evaluators that they should connect with the assigned speaker within 24 hours regarding points speaker would like to improve upon.*

*Provide your evaluators with your cell # in case there is a last-minute cancellation that morning (due to illness, etc.).*

*Arrive 7 am. You will sit next to the Toastmaster.*

- *Make sure the Wizard of Ahs and Vote Counter sheets are at the GE post & provide them to those serving the roles.*
- *Speak with your Evaluators as they arrive reconfirming the speaker (anything can change at the last minute)*

*Toastmaster will introduce you after his/her opening comments.*

*At podium, suggest you present something similar to the following:*

Good morning all Toastmasters, I hope everyone is excited for a great meeting today. As the General Evaluator it's my job to evaluate the entire meeting. At the end of the meeting I'll give a report on how I think it went. During the meeting I have a few people to help me with roles. The first person is the timer, you ask (timer person) to stand up and explain his role to everyone. The second person is the vote counter, do the same ask them to explain their role and third is wizard of ahs and you will be asking them to explain that role.

*Just in case someone missed explaining the role in detail you can go over it briefly.*

*-- Timer: 1 – 2 minutes for Table Topics, Speeches according to agenda and evaluations 2 – 3 minutes. Green is minimum, yellow is middle and red is maximum, 30 seconds after the red you will hear a chirp.*

*-- Vote counter: verify they explain the sheet we use for voting.*

*-- Ah counter: usually gets it right but just in case make sure you point out the bells and squeaky toys.*

*After they are finished you then say...I will now turn the meeting back over to our Toastmaster \_\_\_\_\_...DO NOT sit down until the Toastmaster is at the front of the room, shake his/her hand. NEVER LEAVE THE FRONT OF THE ROOM EMPTY!*

*Toastmaster will call you up front again after the speeches; it's your job to introduce the evaluators. All you need to do is say....Today we have (evaluator name) evaluating (speaker name)....and this goes for second and third evaluator... When all the evaluators are finished, ask the timer if all evaluators were on time, tell everyone to vote for the best evaluator. As votes are being collected, provide your GE Evaluation to your fellow Toastmasters.*

## General Evaluator Sheet

<b>Questions</b>	<b>Comments</b>
<i>Did the meeting start on time? Did members arrive on time?</i>	
<i>Did everyone confirm his or her role on time? Did they explain their roles well?</i>	
<i>Was the room temp comfortable?</i>	
<i>How was the Room Set Up (tables, podium, extra table/chairs needed). During your GE Eval, compliment Sergeant of Arms role with set up.</i>	
<i>Did we have a great word of the day? Was it used? Was Word Master ready with material? Was it visual to all?</i>	
<i>Enthusiasm of speakers/other roles</i>	
<i>Did Toastmaster allow time between speeches to have members write comments about speakers</i>	
<i>Note any meeting distractions:</i>	
<i>Were ALL speakers, including Table Topics speakers, introduced using their full name? (Would be helpful to new members.)</i>	
<i>Mention something about the speeches (short and sweet)-- reminder, you are not evaluating them.</i>	
<i>Mention something about the evaluations (short and sweet)</i>	
<i>Did the meeting end on time?</i>	
<i>Positive points of meeting</i>	

*Other Notes:* \_\_\_\_\_

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