**General Evaluator**

**Improving the process while overseeing the execution.**

Your task will be to evaluate the quality of the entire meeting.
If you think of a club meeting as a project, then you can see the general evaluator as the project manager. As GE, your responsibilities include:

* Ensuring the speech evaluators know their responsibilities (i.e. who they are evaluating and making sure the speaker’s CC manual is passed to the speech evaluator)
* Providing an etiquette issue of the day and monitoring how well the club members adhere to it
* Supervising the timer, grammarian and Ah-Counter
* Evaluating everything that takes place during the club meeting
* Evaluate members who took on meeting roles and ensure they receive credit in their leadership manual.

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**Before the Meeting**
Get a copy of the meeting agenda from either the Toastmaster of the evening, or the VP Education. Your evaluation team will consist of the timer, grammarian, ah-counter and all speech evaluators. If there are any absences within the agenda (with the exception of project speakers), collect volunteers who are present that day to fill in the roles. Consult with the VP Education for guidance when necessary. Remind the meeting evaluators of their assignments, and brief speech evaluators on their responsibilities and the members they will evaluate.

**Beginning of the Meeting**
The Toastmaster will call upon the GE to introduce the purpose and members of the evaluation team. When introduced, approach the stage and deliver the following information. Identify the grammarian, Ah-Counter and timer and briefly state the purpose of their roles. When describing the grammarian’s role, be sure to present the word of the day as well. Remind the audience that it is customary for everyone to gently knock on the desks when the word of the day is used in speech, encouraging expansion of our diction. Also present your prepared etiquette issue of the day that you want the audience to focus on during the meeting. An example can be:

“Remembering to clap when a speaker approaches and leaves the stage”

This etiquette issue should vary per meeting, and it is your responsibility to monitor how well the audience adheres to your presented issue.

**During the Meeting**
As mentioned before, it is your task to evaluate the entire meeting as a whole. Try to take good notes during the meeting and be prepared to present your feedback to help improve meetings in the future. For example: Is the club’s property (e.g. trophies, banner, and educational material) 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 to approach the stage/podium.

**End of the Meeting**
It is finally time for you and your evaluation team to shine. First, call upon each evaluator to present their report: Starting with the speech evaluators, then the meeting evaluators (timer, ah-counter, and grammarian).

Finally, give your general evaluation of the meeting. Phrase your evaluation so it is helpful, encouraging and motivates club members to implement the suggestions. Be sure to report how well the members addressed the etiquette issue of the day. When you’ve completed your evaluation, return control of the meeting to the Toastmaster.

Remind the members that took on meeting roles to come to you for a CL manual evaluation to receive leadership credit after the meeting is over (If you feel a member’s performance in a role was not satisfactory, provide positive, constructive feedback explaining why and encourage them to take on the task again to successfully earn the CL credit).

*Being general evaluator is a big responsibility and it is integral to the success of every single 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.*

*Also be sure to ask the VP Education to evaluate your performance and give you credit in your leadership manual, because this is what you get out of the deal! You get the chance to practice and improve your skills in critical thinking, planning, preparation and organization, time management, motivation and team building!*



Ref: http://www.toastmasters.org/Members/MemberExperience/MeetingRoles/GE.aspx