

When You Are the General Evaluator...

OVERVIEW

You have the opportunity to observe and report to your fellow club members how you viewed the club and the members' performance for the evening. It is your responsibility to make sure there are enough Evaluators for the number of Speakers and that each Evaluator is present at the meeting. You will chair the evaluation portion of the meeting, introducing each assigned Evaluator.

This is a leadership opportunity that calls for you to evaluate an entire meeting rather than just one speech. Your role is not to pass judgment, but rather to describe your own reactions. Describe the strong points of the meeting and give specific suggestions for improvement.

Because this is for a club member who has demonstrated an ability to evaluate constructively, please have reviewed at least 2 speeches prior to being GE.

THIS IS FOR WHEN YOU INTRODUCE THE EVALUATION TEAM

THE WEEK BEFORE THE MEETING

SPEAK WITH THE TOASTMASTER TO CONFIRM:

- Any changes to the schedule
- Which agenda is being used (TM or GE introduces Evaluation Team)
- Speakers and their order
- The Speech number or skill-level of Speaker
- Your answer to the Toastmaster's question of the meeting.

Match Your Evaluators to the Speakers based on:

- Evaluator's abilities and skill-level (consider how many speeches the Evaluator has given at our club and/or at other clubs or venues)
- Speaker's request for a specific Evaluator
- Toastmaster's and/or Vice President of Education's feedback
- Inform the Toastmaster of the assignments.

CONTACT YOUR EVALUATORS TO INFORM THEM OF :

- The name of the Speaker they will evaluate
- The Speaker's skill-level and speech number
- Their order in the schedule
- The evaluation technique you want them to use (e.g., standard evaluation, panel discussion, dual-evaluation, contest evaluation, etc.)

AND

- Ask them what their answer is to the Toastmaster's question for the meeting.

ENCOURAGE YOUR EVALUATORS TO:

- Find a replacement Evaluator if they cannot perform their role
- Contact their assigned Speaker well in advance of the meeting (before Sunday, if possible)
- Read the evaluation portion of their Speaker's manual project (speech #) to clearly understand the objectives
- Arrive at the meeting early to establish contact with their Speaker and pick up their Speaker's manual
- Use the "sandwich technique" to provide constructive criticism, mixed with praise
- OPTIONAL: Read the *Effective Speech Evaluation* (202) pamphlet

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ON MEETING NIGHT:

TAKE NOTES ON THE MEETING, USING THE PAGE AT THE END OF THIS DOCUMENT.

BEFORE THE MEETING:

Arrive at least 15 minutes before it begins, if possible, to observe and note:

- Set up of room
 - o Guest reception area
 - o Location of flag, lectern, and other supplies
 - o Timer/Grammarian table set-up
 - o Arrangement of chairs (are there enough?)
 - o Evaluation forms and agenda on chairs
 - o Video equipment and tapes
 - o Refreshment table supplies and set up
 - o Other special equipment
- Job performances of Greeter, Sergeant at Arms, the President, Toastmaster, officers, functionaries and members at large.
- Comfort-level of guests.
- Arrival of your evaluators; ensure that they contact with their assigned Speakers
- Find a back-up Evaluator in case the assigned Evaluator does not show up

DURING THE FIRST PART OF THE MEETING

The Toastmaster will introduce you with your answer to the question of the day.

- Proceed to the lectern and acknowledge your introduction by shaking the Toastmaster's hand and saying "Thank-you Mr./Madam Toastmaster."
- Explain your purpose as General Evaluator.
- Discuss the importance of the following functionaries in running the meeting.
- Introduce the Timer, Grammarian and Videographer with the Question of the Meeting.

Timer:

Answer to the question: _____

Name: _____

Grammarian:

Answer to the question: _____

Name: _____

Videographer:

Answer to the question: _____

Name: _____

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- Explain how to use the evaluation forms in evaluating the speakers.
Remind people to put both the speakers' names and their names on the evaluations ("so that the speakers can ask you any questions about what you wrote").
Explain the sandwich method in relation to the objectives (something you liked, something that might improve the speech, something else you liked).
- Return the meeting to the Toastmaster

DURING THE EVALUATION PORTION OF THE MEETING:

- Proceed to the lectern and acknowledge your introduction by shaking the Toastmaster's hand and saying "Thank you Mr./Madam Toastmaster."
- Introduce the Evaluators with the Question of the Meeting.

Evaluator #1:

Answer to the _____
question: _____

Name: _____

Evaluator #2:

Answer to the _____
question: _____

Name: _____

Evaluator #3:

Answer to the _____
question: _____

Name: _____

- Call for the Timer's report.
- Ask members to vote for "Best Evaluator."
- Ask the Sergeant at Arms to collect the votes.
- Call for the Grammarian's report.
- Provide your evaluation of the meeting. (You have up to 3 minutes.)
- Thank the Toastmaster, thank all participants and return control of the meeting to the Toastmaster or the President.

Remember: The General Evaluator of a club meeting may be seen as a teacher-by-example. His/Her guidance of the speech Evaluators and fair summation of the meeting will have a great influence on member's attitudes. The General Evaluator should point with enthusiasm to the good in the meeting and show by example and helpful suggestion how weak areas could be improved.

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GENERAL EVALUATOR'S FORMAL EVALUATION OF THE MEETING

During the General Evaluator's formal critique, you have up to three (3) minutes to provide a thorough evaluation (use the space below to write your notes).

Present your evaluation in two parts:

- 1. An overview of the meeting**
- 2. Evaluation of the evaluators (Do NOT evaluate the speakers)**

Comment on the following:

- General decorum and set-up of the meeting room
 - Guest reception area
 - Location of flag, lectern, and other supplies
 - Timer/Grammarians table set-up
 - Arrangement of chairs (are there enough?)
 - Evaluation forms and agenda on chairs
 - Video equipment and tapes
 - Refreshment table supplies and set up
 - Other special equipment
- Timing and flow of the meeting
- Conduct of officers and assigned functionaries
- Conduct and participation of members
- Number of guests and how well they were greeted
- President's introductory comments
- Toastmaster's performance
- Table Topics Master's performance
- General quality of the speeches
- Other:
- Evaluators' effectiveness