General Evaluator

The General Evaluator (GE) evaluates the meeting as a whole.  In this way club standards can be maintained.  As General Evaluator, you will evaluate the performance of the Sergeant-at-Arms (SAA), the Toastmaster, the Table Topics Master, the Table Topics Evaluator, and the Speech Evaluators and the other role players.

**Prior to the meeting:**

1. Read these guidelines! They relate specifically to the role of General Evaluator in our club.
2. In order to be the GE, you should have carried out roles as an evaluator (for speeches or table topics) yourself in previous meetings (except the SAA who is a committee member).
3. Read the guidelines for the role players and evaluators *in our club* to know what you will be looking out for in your evaluation.
4. If you are new to the role, ask a more experienced member or your mentor to give you advice/assistance.
5. If you are working on the CL manual, ask the Toastmaster of the evening to evaluate you, give him/her the manual and make sure the Toastmaster complete it by the end of the evening.

**At the meeting:**

1. Arrive early, at least by7.15pm, and let the Toastmaster know you are there.
2. Ask the Toastmaster about any changes to the agenda.
3. Make sure that you are familiar with the roles you will be evaluating.  Ask for a copy of the guidelines, if necessary

**During the evening**:

1. Observe the meeting closely throughout the evening. You could use the following as a guideline:
	1. Were there any disruptive members of the audience or hecklers?
	2. Did any member make inappropriate comments when another member was speaking?
2. Observe the room layout. You could use the following as a guideline:
	1. Is the club banner prominently displayed?
	2. Is there a desk at the door to welcome members and guests?
	3. Are other items of club properly displayed, e.g. educational materials, club awards, the Most Improved Speaker award?
	4. Were the guests welcomed when they arrived or neglected and left to find their own seats?
3. Observe all the role players carefully.  You could use the following as a guideline:
	1. Are they being creative with their role
	2. Do they follow the guidelines?
4. Observe the Toastmaster and evaluate how well they managed the evening.  You could use the following as a guideline:
	1. Did the meeting run to time?
	2. Were guests properly acknowledged?
	3. How well did the TM hand the floor to other speakers?
	4. Did the TM lead the applause every time?
	5. How well did the TM manage to make the meeting formal but friendly?
	6. Did the Toastmaster conduct the meeting with energy and efficiency?
5. Observe the audience.  You could use the following as a guideline:
	1. Did they appear to enjoy the evening?
	2. If not, why not?
6. Write notes on each role player. It is useful to draw a line down the middle of your paper.  On one side write things they did well. On the other side write suggestions for improvement. That way, your notes will be organized and easy to read when you give your report.  Don’t try to write everything down or you may get lost in your notes later.

**Your evaluation (10 mins):**

1. Deliver your evaluation from/in front of the lectern (not from your seat).
2. Give constructive, balanced feedback. Talk about 1 or 2 things the role player did well and 1 or 2 points for improvement.
3. As General Evaluator you do not evaluate the main speeches.  However, if you consider that a poor evaluation has been given, you may add your own observations to rectify this.
4. Focus on the above. Don’t ramble, make jokes, and talk about your own experiences. No one is interested and it makes you seem nervous.
5. Be confident in your own opinion, i.e. don’t try to be nice and “whitewash” by giving *only* praise. That is of no value to the club in maintaining club standards. If the role players have not performed well, you *must* say so.  That is the only way they will be aware of improvements they need to make.
6. Make each evaluation a well-structured mini speech using the skills you have learned.  You are not evaluated at the meeting but you may be contacted later by the VPE who will give feedback on your performance.
7. As General Evaluator you may also award ribbons for Ice Breaker, Best Speaker, Best Evaluator, Most Improved Speaker, Most Improved Evaluator and Best Gestures, if, in your opinion, a member has shown outstanding progress.

**How this role helps you:**

1. This role will help you to enhance your listening skills and powers of observation.
2. You will practice making accurate evaluations.  No time for indecisiveness.
3. You will deliver a well-structured oral report to the members; thereby giving you practice in delivering a mini speech.
4. You can use it to advance your CL manual for the following projects:
	* Project 2 – Critical Thinking
	* Project 3 – Giving Feedback
	* Project 5 – Planning and Implementation
	* Project 7 – Developing Your Facilitation Skills
	* Project 8 – Motivating People
	* Project 10 – Team Building