

# The General Evaluator

The General Evaluator is responsible for the evaluation of the entire meeting.

In practice, this means evaluating every participant, except prepared speakers who have individual evaluators and topics speakers who are evaluated by the Topics Evaluator/s.

## Preparation

Using the programme, familiarise yourself with the structure of the meeting which may vary from time to time and may also be different from that used at other clubs.

You should also try to be familiar with the guidelines for all roles in this section of the website.

## At the meeting

Arrive early as the meeting normally starts promptly at the planned time.

Take notes on everything that happens (or fails to happen) at the meeting and pay particular attention to the overall management of the meeting as well as the performance of those taking on official roles.

Your report should comment on the quality of preparation, organisation, delivery and general performance of each individual.

Although the General Evaluator does not evaluate prepared speakers or topics speakers, you might occasionally want to add something important that an individual evaluator may have missed.

You should try to recognise and encourage examples of good performance but we also need recommendations on ways to improve what we do.

When called upon by the Chairman/Toastmaster to give your report, you may want / need to begin with a very brief explanation of your role.

As General Evaluator, you should also set an example of good timekeeping. We usually allow 10 minutes, so there is very little time to comment on each person. The light signals are usually Green at 8 mins, Amber at 9 mins and Red at 10 mins.

## Here are some points to consider

### *Meeting Preparation*

Were the guests/visitors greeted and looked after efficiently? Please comment specifically on those taking on the Guest Greeter / Carer role Was club information readily available?

Was the room properly equipped/lights, lectern, feedback slips, etc., all in place?

Were up-to-date programmes available without major last-minute changes?  
Were the individual officials 'ready-to-go' when required?

### *Timing / Flow*

Did the meeting start and will it finish on time?  
Did any individual segments run over and why?  
Did the meeting restart on time after the break?  
Was the meeting fast-paced and under control? Comment on any disruptions.  
Did the audience know what was going on at all times?

### *Individual Officials*

How well briefed / well prepared was the individual?  
How effectively did s/he handle the role and contribute to the meeting?  
How well were the objectives of the function / segment achieved?  
Comment on any creativity/new ideas

### *Audience Reaction*

Above all, the success of the meeting must be judged by audience reaction.  
Did you and the audience find the meeting interesting and informative?  
Did you and the audience find the meeting amusing and entertaining?  
What was the "mood" of the meeting?  
Did the audience lose interest at any point?  
Did any contribution offend members of the audience?  
Were the audience 'moved' by any contribution?  
Were there any special moments that provoked a strong audience reaction?

### **And Finally....**

Summarise your commendations and recommendations, give your overall impression of the meeting and hand back to the Toastmaster.