

## **General Evaluator**

The General Evaluator is an evaluator of everything that takes place throughout the meeting.

Before the meeting

Check with the Toastmaster of the meeting to find out how the programme will be conducted and if there are any planned deviations from the usual meeting format.

During the meeting:

Take notes on everything that happens or, in your view, should happen. For example, were there unnecessary distractions that could have been avoided? Create a checklist from which you can follow the meeting. Did the meeting and each segment of it, begin and end on time?

You would not normally evaluate the Prepared Speakers or Tables Topics Speakers, as they have already been evaluated, but you may want to add something that the evaluator may have missed or express a different opinion.

Give your General Evaluation of the meeting, using the notes you took as suggested above. Comment on the quality of evaluations. Were they positive, upbeat, helpful? Did they point the way to improvement? Try to think of something original to say!

Try to give constructive points for improvement too – however you don't have to be as detailed as in a speech evaluation.

At the end of your evaluation, present three people with ribbons! The ribbons are in one of the boxes, in an envelope – ask one of the club officers if you can't find them. It's up to you which ribbons you present and to whom, but the general idea is that the ribbons should encourage people, so it's a good idea to present at least one "most improved" ribbon. They don't always have to go to the best speakers, but to someone who has done particularly well that evening.

- This assignment can count towards your Competent Leadership Award.

Remember to ask someone to evaluate your performance as General Evaluator in the Competent Leader manual (page 18, 23 and 33).

Further Information on General Evaluation...

[http://www.toastmasters.org.nz/index.cfm/Speaking\\_Resources/General\\_Evaluations.html](http://www.toastmasters.org.nz/index.cfm/Speaking_Resources/General_Evaluations.html)