

GENERAL EVALUATOR: Setting the Standard

General Evaluator is the most Toastmasters-specific role. Acting as General Evaluator requires referring to experience of previous Toastmasters meetings, and directing members on how to perform their roles better and improving how our meetings are facilitated and run.

In essence, you are the **quality control**: holding us accountable on how our meetings are run, and are able to **set the standard** for us – supporting us to hold enjoyable meetings and enabling members to reach their goals.

The members you are evaluating directly benefit from your recommendations. But your general evaluation also benefits every other member present too - so that they are also able to learn what constitutes a “good” meeting; and when it’s their turn in a new role, they know what to do and how to do it.

By verbalising what works and what needs improvement, all members are able to keep our meeting quality high, week after week.

Provided for you is a checklist of common meeting roles used at Subiaco Early Birds.

As General Evaluator, it’s best to focus on the function of how the meeting roles were performed. However, if the speaker’s style or delivery is notable or worth mentioning, either positively or negatively, feel free to comment on those aspects as well.

Aim to deliver your evaluation with a “CRC” format, for each role being evaluated.

Sergeant-at-Arms

- Gave us a one minute warning
- Got everyone’s attention
- Opened the meeting on time
- Informed us where toilets, building exits, and refreshments are
- Reminded us to turn off or silence our mobile phones
- Introduced Club President

Toastmaster

- Set a theme for the meeting
- Prepared in advance, sent question out via email

- Opened with energy and enthusiasm
- Explained the theme with a short opening spiel
- Introduced guests by name, made them feel welcome at our meeting
- Announced any changes to the Agenda

- Introduced speakers with their theme responses (or made up introductions for non-responders)
- Led the applause
- Shook hands with each speaker to “hand over” the stage space
- Kept the meeting flowing smoothly with segues and transitions
- Explained briefly each meeting role (eg Table Topics, Project Speeches, Evaluations) before the respective section, for those unfamiliar, like guests or new members

Common Mistakes as Toastmaster:

- Didn't sit close enough to the stage for easy transitions
- Forgot to mention changes to the agenda
- Forgot to ask the respective Speech Evaluator for the Objectives before each Project Speech

Table Topics Evaluator

- Used the “CRC” method of evaluating
- Gave a 1-2 sentence recap of the speaker's question and answer
- Gave a Commendation-Recommendation-Commendation for each Table Topics speaker
- Gave clear and constructive recommendations
- Their evaluation was positive and encouraging

Speech Evaluator(s)

- Used the “CRC” method of evaluating
- Kept their evaluation focused towards the Speech Objectives
- Gave us a quick recap of the topic/content of the speech
- Gave clear and constructive recommendations
- Used physical/verbal examples from the speech to demonstrate points
- Concluded with a summary of the main commendations and recommendations
- Their evaluation was positive and encouraging
- They addressed the commendations to the audience (“I liked how John...”) and the recommendations to the speaker (“John, next time you could try...”).

Inspiration & Joke

- Evaluate the Inspiration and Joke as if they were regular speaking roles. Use the “CRC” method, and refer to the Table Topics Evaluation pointers above for more specific guidance.

Grammarian

- Prepared in advance, brought print-outs of the Word Of The Day
- Explained the Word Of The Day, with synonyms and examples.
- Gave a recount of interesting and exciting uses of language, vocabulary and phrasing from the meeting’s speakers
- Reported on who used the Word Of The Day, how many times, and who used it most.

Timer

- Handled the role capably
- Effective use of the lights (ie didn’t forget to use the lights)
- Wasn’t afraid to use the buzzer
- Gave an appropriate explanation of the Timer at the beginning of the meeting
- Gave a succinct and informative timing report at the end of the meeting.

That’s it!

Have fun, get involved, and thanks for helping us run the meeting!