

Role as General Evaluator

You are responsible for improving the process by **evaluating the meeting**.

The **purpose, techniques** and **benefits** of evaluation so guests and new members will better understand the function of evaluations.

Evaluation is a positive experience designed to help people **overcome flaws** and reinforce **good habits** in their presentations.

Take your **seat near the back of the room** to have a good view of the meeting.

The general evaluator is introduced before the Table Topics portion of the meeting.

When you're **introduced, stand by your chair and deliver the explanation** you prepared.

Study each participant on the program, from the beginning to the End. Look for good and less than desirable examples of preparation, organization, delivery, enthusiasm, observation and general performance of duties.

When it's **time to begin the evaluation portion of the meeting**, the Toastmaster will introduce you, again. This time, you'll go to the lectern and introduce each evaluator. After each recitation, thank the evaluator for his or her efforts.

Give your general evaluation from your checklist:

Use your **checklist and the notes** you took during the meeting. Phrase your evaluation so it is **helpful, encouraging and motivates club members** to implement the suggestions.

You may wish to comment on the quality of evaluations. Were they positive, upbeat, helpful? Did they point the way to improvement?

Being general evaluator is a **big responsibility** and it is integral to the **success of every single club** member. People join Toastmasters because they have a goal – they want to learn something. The club is where they learn. If the learning environment isn't focused and fun, members won't learn what they joined to learn. Your observations and suggestions help **ensure the club is meeting the goals** and needs of each member.

What do you get out of the deal? You get the chance to practice and improve your skills in critical thinking, planning, preparation and organization, time management, motivation and team building!

If you have any questions, contact the **Vice President of Education**.

Thank you, Vice President of Education 2020