

General Evaluator

ELDER GATE TOASTMASTERS CLUB

MEETING GUIDELINES

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

(S)he evaluates every participant except prepared speakers who have individual evaluators, the Topics Master and topics speakers who are evaluated by the Topics Evaluator.

PREPARATION: Using the LATEST published agenda, familiarise yourself with the structure of the meeting which may vary from time to time. You should also be familiar with all the Eldergate Meeting Guidelines which define each functionary role as performed in our club. Read through the evaluation notes for the speeches to be given.

Familiarise yourself with the booklet “Effective Speech Evaluation”

If requested by the Toastmaster: contact all the Speech Evaluators, and remind them to prepare for their evaluation and contact their speakers up to a week before the speech is due.

Contact the Topics Evaluator to ensure (s)he will attend and be prepared, finally contact the Grammarian and remind them to prepare a word for the day, including an explanation and example if possible. Confirm with the Toastmaster, giving any changes etc.

AT THE MEETING:

1. Arrive a few minutes early, as the meeting will start promptly at the planned time.
2. NB Unless A General Evaluator’s table is set out for your use, sit at the back of the room where you can observe everyone.
3. 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 the individual functionaries, particularly the evaluators. A Form is available.
4. You should consider how you would evaluate the topics speakers and prepared speeches, so you can compare your thoughts with theirs. It is NOT your place to re-evaluate the speakers, but you may comment on important issues (+ or -) missed by the evaluator.
5. When called upon by the Toastmaster or S@A, you should give a brief explanation of your role, and the use of Evaluator feedback slips. 1 minute allowed per evaluator.
6. Your report should comment on the quality of preparation, organisation, delivery and general performance of each evaluator then official.
7. After the speech evaluations, if not done by the Toastmaster, call for times & a vote for the best evaluator including Topics Evaluator. Next evaluate the Topics evaluator (1.5 – 2 Mins) then the other evaluators (1-1.5 Mins each). Although the General Evaluator does not evaluate prepared speakers or topics speakers, feel free to add something that an individual evaluator may have missed.
8. Call for the Grammarian Report and the Grunt Report.
9. Conclude with an evaluation of the meeting as a whole, including the other officials.
10. The General Evaluator should recognise and encourage examples of good performance and you should include positive recommendations with examples, on the improvement of inadequate performance.
11. You should set an example of good timekeeping. Typically, $\frac{3}{4}$ of your evaluation should be about the evaluators.
12. You may nominate someone for an exceptional contribution to the meeting.

General Evaluator

CHECKLIST

Be precise, concise and complimentary.

EVALUATIONS

Was the Evaluator prepared? Were comments appropriate to the speaker's level?

Speech Development: Structure, Organisation, Supporting Material.

Effectiveness: Achievement of Purpose, Interest, Effect on Evaluator/ Audience.

Speech Value: Ideas, Logic, Original Thought.

Physical: Appearance, Body Language, Eye Contact.

Voice: Flexibility, pace, pitch, Volume.

Manner: Directness, Assurance, Enthusiasm, Humour.

Appropriate Language for subject and Audience.

Grammar, Pronunciation, Word use.

Select a few Relevant points.

Use of own reactions eg "I was impressed by..." "I felt that..."

Balance of good points and those for improvement.

Encouragement.

MEETING PREPARATION

Were the guests/visitors greeted and looked after efficiently? Were they given information and assigned a host?

Was club information readily available?

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

Were up-to-date programmes available without excessive last-minute changes?

Were the individual functionaries "ready-to-go" when required?

TIMING/FLOW

Did the meeting start 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 FUNCTIONARIES

Was the individual well-prepared?

Was the individual's contribution well-delivered?

How well were the objectives of the function/segment achieved?

Comment on any creativity/new ideas.

AUDIENCE REACTION

At the end of the day, the success of the meeting must be judged by audience reaction.

Did the audience find the meeting interesting and informative?

Did the audience find the meeting 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 which provoked a strong audience reaction?

FINALLY

Give your overall impression of the meeting