

CHECKLIST for when you are the

GENERAL EVALUATOR

READ: * "Meeting Roles & Responsibilities" in the Communication & Leadership Manual,
Page 74 & 75, in order to know your team's responsibilities.

You are in charge of making the meeting work **AHEAD OF TIME**. The Toastmaster is in charge of the flow of the meeting. However, you must keep your portion of the meeting upbeat by being prepared and preparing your team.

Before the Meeting

- Prepare your Introduction for the Toastmaster of the Day.
- **No later than SEVEN DAYS in advance CALL your team:**

YOUR TEAM	Grammarian Timer "AH" Counter Ballot Counter Evaluators for the Speeches
------------------	---

- **Tell each member of your team to:**
 - Read "Meeting Roles and Responsibilities" in the Communication & Leadership Manual
 - Ask the team members to be prepared to explain their jobs (**except Speech Evaluators & Ballot Counter**)
 - Arrive Early. On time is **TOO LATE**.

WHILE MAKING YOUR PHONE CALLS, REPORT BACK TO THE VICE PRESIDENT OF EDUCATION IF PROBLEMS OCCUR CONCERNING THE AGENDA.

Upon Arrival at the Meeting

- Give the Toastmaster of the Day **your** introduction (optional).
- Make sure all Evaluators have arrived or arrange for substitutes if necessary.
- Check that each Evaluator has the Speaker's manual and understands the project objectives and evaluation.
- Confirm the recommended time of each speech and notify the timer. (These times are listed at beginning of each project and on the evaluator's page.)

** I M P O R T A N T **

**THE GENERAL EVALUATOR SHOULD SIT NEAR THE BACK OF THE ROOM
TO FULLY OBSERVE THE MEETING AND ITS PARTICIPANTS.**

GENERAL EVALUATOR CHECKLIST cont . . .

It is suggested that you place an extra chair up front near the lectern, but to the side of the room, to use during your "General Evaluation" portion of the meeting. This is for when you must sit down during the Speech Evaluations.

During the Meeting

- Before you introduce your speech evaluators, present a brief explanation of the purpose, techniques, and benefits of evaluation.
- Take notes on everything that happens—or should. Use "**Checklist for Meeting**" on page 2 of the attached "**GENERAL EVALUATOR FORM**".
- Observe every participant on the agenda, from the person giving the invocation or thought for the day to the last report by the timer.
- Look for good and less than good examples of preparation, organization, delivery, enthusiasm, and performance of duties.
- **Do not re-evaluate** the Speakers, but you may offer something that the Evaluator might have missed.
- Call on Grammarian and Ahs Counter for report.
- Call on Timer for report.
- Ask Toastmasters to cast ballots for best evaluator (submit to Table Topics Master).
- Conclude with your general evaluation of the meeting, referring to the notes taken during the meeting. This oral report is timed, so alert the timer when you are ready. (You have one and one-half minutes to three and one-half minutes.)
- Return control of the meeting to the TMOD.

**The General Evaluator must be familiar with the duties of All Agenda Participants.
READ EVERY CHECKLIST.**

You can make the next meeting better by COMMUNICATING with the agenda participants well in advance of the meeting and by pointing out where we need to have more communication and better preparation during the meeting.

It is important that the General Evaluator does not whitewash the meeting, but gives suggestions for improvement, such as:

- Addressing people as Toastmaster "Jones"
- Using the "Lectern", not "podium"
- Not leaving the Lectern unattended
- Being out of seats and ready to take control of lectern while being introduced
- The flow of the meeting
- Evaluations being helpful and to the point
- Was the meeting positive?
- Were people PREPARED?