



Purpose

"As the General Evaluator, I will be observing and keeping notes on the overall conduct of the entire meeting. At the end of the meeting, I will facilitate the evaluation portion of the meeting, calling for evaluations of the individual speeches and calling on the timer, grammarian and ah counters for their reports. Finally, I will report on the overall conduct of meeting at the conclusion. At this time, will the Timer briefly explains his/her responsibilities during our meeting? Grammarian? Ah Counter?"

GENERAL EVALUATION REPORT

At the Meeting

- Sit near the back of the room to observe
- Provide a general overview of your duties and responsibilities (see Purpose statement) when called upon by the Toastmaster
 - State the objectives for each scheduled manual speech
 - Call on Timer, Grammarian and Ah Counter for a brief explanation of their duties and responsibilities
 - Call for Voting for Best Speaker, Best Evaluator, and Best Table Topics (as applicable)

During the Evaluation

- Call for:
 - 1) Evaluations;
 - 2) Grammarian Report
 - 3) Ah Counter Report
 - 4) Timer Report
- Give an overall evaluation of the meeting, including:
 - Business meeting (if applicable)
 - General quality of speeches and evaluations
 - General conduct of the meeting
 - Suggested Improvements
 - End on a positive note

Return Control to the Toastmaster

General Evaluator's Notes

Preparation of Meeting Members

Identify the Meeting Role First-Timers

Organization of Meeting

Time Management (Start on time, on pace with published agenda, etc.)

General Delivery of Meeting

General Performance of Duties (Quality of speeches and evaluations)

Other Comments, Suggestions, etc.