



WHERE LEADERS ARE MADE

Role description: *General Evaluator*

Taking on this role improves critical thinking, organizational skills, time management skills, motivational and team-building skills

The *General Evaluator* evaluates everything that takes place during the club meeting. In addition, the *General Evaluator* conducts the evaluation portion of the meeting and is responsible for the evaluation team: the Speech Evaluators, Ah Counter, Grammarian and Timer. Your evaluation should contribute significantly to overall meeting quality.

Your duties as *General Evaluator*:

Before the meeting:

- Ensure that other evaluators know their tasks and responsibilities.
- Explain the purpose and benefits of evaluations to the group.
- Identify and confirm meeting assignments with the Timer, Grammarian and Ah Counter.
- Confirm the club meeting program with the Toastmaster of the Evening.

During the meeting:

- ***Shake hands with the Toastmaster of the Evening when you are called on stage at the beginning and end of the meeting. Also shake hands with each of the other evaluators as they arrive on and leave the stage.***
- Take notes on everything you notice occurring in the meeting that is working well or that could use improvement from the time the doors open until you give your report.
- At the end of the meeting, call the Ah Counter and Grammarian to stage to report their findings one at a time.
- Give your report on all club proceedings. Evaluate everything from room set-up to timeliness, enthusiasm, preparation, organization, performance of roles and duties, etc.
- Special attention should be given to each speech evaluator.
- Do NOT report on the speeches themselves – this is the duty of each speech evaluator.
- At the end of your report, call the Timer to stage to give their report and ***shake hands with the Timer as they arrive on stage.***

You can find [more information about the General Evaluator role on the Toastmasters website](#)