



## General Evaluator

Congratulations on taking this assignment. It will offer you an excellent opportunity to practice your Leadership and listening skills. By working on this assignment you have the opportunity to practice your leadership skills as a critical thinker, planner, preparation and organiser, time management, motivation and teambuilding.

### Introduction to General Evaluator:

**Improving the process while overseeing the execution.** Don't worry; there's no capital punishment during Toastmasters meetings; unless, of course, the grammarian is in a bad mood. If you think of a club meeting as a project, then you can see the general evaluator as a kind of project manager. As general evaluator, your responsibilities include:

- Evaluating everything that takes place during the club meeting
- Making sure each activity is performed correctly
- Ensuring the speech and leadership project evaluators know their responsibilities
- In some clubs you supervise the timer, grammarian and Ah-Counter

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.

### Competent Leader Credits

You can use this assignment to get credits in your own *Competent Leadership (CL)* programme. Please ask your Vice President Education to assign you an evaluator to provide you with feedback on this leadership role. Your assigned evaluator will provide YOU with feedback on your leadership strengths in this role and offer suggestions for improvement the next time you are assigned this role.

Serving ONCE in this assignment can ONLY count towards any ONE of the following Competent Leader Projects. To receive credit for all six projects, you are required to serve as a general evaluator six different times – i.e. NOT at the same meeting. If you don't have your CL manual with you then please ask the Sgt at Arms for a copy of the assignment. Each project has a slightly different evaluation focus so be sure to read through the evaluation criteria before the meeting:

ROLE	Competence	
PROJECT 1	Listening and Leadership	X
PROJECT 2	Critical Thinking	
PROJECT 3	Giving Feedback	
PROJECT 4	Time management	
PROJECT 5	Planning and Implementation	
PROJECT 6	Organise and Delegating	
PROJECT 7	Developing your facilitation skills	
PROJECT 8	Motivating People	
PROJECT 9	Mentoring	



# Cheat Sheet

PROJECT 10	Team Building	
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## Points to remember

### Before:

- Several days before the meeting, contact the person who will be Toastmaster of the meeting and confirm the meeting program. You should also develop a checklist to follow during the meeting so you don't have to keep all the details in your head. Some clubs have a prepared checklist. If your club doesn't have one.
- Use the programme to create a checklist (for example did each segment of the meeting begin and end on time, is the club banner displayed, did the meeting run smoothly, is the proper protocol followed, etc)
- Phone all the evaluators and brief them on their responsibilities. Encourage them to prepare thoroughly for their role and remind them to speak to the speaker about any special evaluation requirements suggested in the manual for the speech.
- During the briefing emphasise that evaluation is a positive, helping act. Emphasise that the evaluations should enhance or at least preserve the speaker's self esteem.
- Your final task before the meeting is to prepare a brief verbal explanation detailing:
  - The purpose, techniques and benefits of evaluation so guests and new members will better understand the function of evaluations.
  - How evaluation is a positive experience designed to help people overcome flaws and reinforce good habits in their presentations.

### During

- Arrive early.
- Make sure all evaluators are present and that they have the appropriate speaker or leader's manual.
- If an evaluator is absent, consult with the vice president education and arrange for a substitute.
- Ask each evaluator if he or she has any questions about the project objectives to be evaluated, verify each speaker's time and notify the timer if there are any changes.
- Take your seat near the back of the room. This will ensure you have a good view of the meeting and all its participants.
- Take notes on everything that happens (or doesn't but should), cover each participant on the programme. Look for good and less than desirable examples of preparation, organisation, delivery, enthusiasm, and general performance of duties.
- Remember you DO NOT re-evaluate the speakers – that is the job of the evaluators, though you may wish to add something that the evaluator missed.
- At the end of the meeting wrap up by giving your general evaluation using the notes you have taken throughout the meeting.
- Phrase your evaluation so it is helpful and encouraging, yet motivates club members to implement the suggestions so that the next meeting can be improved.
- You may wish to comment on the quality of evaluations. Where they positive and did they point the way to improvement?
- When you've completed your evaluation, return control of the meeting to the Toastmaster.

### Resources:

- Competent Leader Manual – Page 70