

General Evaluator

Evaluates the roles of President, Toastmaster, Timekeeper, Table Topics Master, Table Topics Evaluator, Grammarian, Sergeant at Arms and Speech Evaluators

TASKS	Done = √
BEFORE THE MEETING	
Get a copy of the agenda and template for recording your notes.	
Check with the VPE whether anyone is carrying out the role for the first time. This will be useful to know when giving feedback to the person.	
Try to get the pronunciation of the names of the members you will be evaluating.	
DURING THE MEETING	
Use the General Evaluator notes template to take notes as the meeting progresses	
From the notes you have made, select the main commendations and recommendations that you will give in the verbal report for each role, using the CRC formula – Commend, Recommend, Commend.	
As with any evaluation, provide your feedback as your views or experience rather than facts by using phrases like “I felt ..”, “It would have helped me if ...” , “I liked the way ...’	
Remember that you may not be able to cover all the points you recorded. You can provide further feedback to the relevant person at the end of the meeting.	
Use the name of the person when giving feedback, e.g. <i>I liked the way Peter used the rule of three when ...</i> This is better than referring to the person as “The timekeeper” or “The Grammarian”.	
Use the pronouns ‘she’ or ‘he’ rather than ‘you’ when referring to the person you are evaluating. The feedback is for the benefit of the whole audience, not the individual who carried out the role.	
Pay attention to time. Avoid spending too long when giving feedback to a particular role. Aim to cover all the roles you are supposed to comment about.	
When you have finished giving your report, pass back control of the meeting to the Toastmaster by saying, <i>Mr/Madam Toastmaster.</i>	