



Job description: General Evaluator (= Master Evaluator)

Role

The General Evaluator leads the evaluation part and conducts a review and analysis of the entire meeting. He/she comments on the evaluations provided and the conduct of the entire meeting. The main task is to provide constructive feedback so we all become more effective and efficient in meetings and better Toastmasters.

Prior to the meeting:

- Check with the Toastmaster of the evening (TME) whether the meeting program will be according to plan (changes).
- Call or e-mail all evaluators to brief them on their job and to tell them whom they will be evaluating.
Suggest each evaluator contact his/her speaker to talk over any special evaluation requirement. Point out that evaluation is a positive, helping act. The evaluator's goal must be to help other members develop their skills.
- Call / e-mail the remaining members of the evaluation team to remind them of their assignment
- Read the instructions related to the General Evaluator function in the basic TM manual (page 74 and following, old manual)

At the meeting:

- Greet all evaluators present. If an evaluator is not present, inform the Toastmaster of the Evening and arrange for a replacement.
- Insure the individual evaluators have the speaker's manual and understand the project objectives and how to evaluate it.
- Sit in the room so as to have a full view of the meeting and the participants.
- During the meeting, take notes on everything that happens (or doesn't but should).
- At the beginning of the meeting, usually you will be asked to stand and brief the audience on your team's means and methods of evaluation. Identify the grammarian, ah counter and timer. Have these members briefly state the purpose of their jobs.
- If the TME omitted to call for the timer's report and vote for "Best speaker", do it before individual evaluations are given.
- When introduced to conduct the evaluation phase of the meeting, go to the lectern and call upon each individual evaluator to stand up and make his/her evaluation (in the order of the speeches as they were given). After each evaluation, thank the evaluator for his or her efforts.
- Wrap up by giving your general evaluation of the meeting, using your notes. As General Evaluator, you proceed to assess the meeting as a whole. This can include the preparation by the Sergeant at arms, the business session by the Chairman and the evening requirements (if applicable) etc.



- You should pay special attention to the performance of the TME and the Table Topic Master, and evaluate each of them, since this is the only occasion when they receive any feedback.
 - You may wish to comment on the quality of the evaluations. Were they positive, upbeat, helpful? Did they point out ways of improvement?
 - When you have finished your evaluation (no minimum, max. 5 minutes), call for the vote of “best evaluator”.
 - After the vote, return the lectern to the TME and stay at the lectern till the TME arrives.

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