



# Meeting Helpers

Toastmasters International: Where Leaders Are Made

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## General Evaluator Notes

*Congratulations!*

You're the General Evaluator! The GE evaluates the meeting to make sure they become more and more successful and productive!

### General Purpose:

1. **Evaluate the evaluators.**
2. To evaluate the club and the meeting as a whole.
3. As with an individual evaluator, be positive and encouraging, while also pointing out areas of improvement -- with examples.

### Before the Meeting:

1. Call the toastmaster and tell them how to introduce you at the meeting.
2. A week, or more, before the meeting, confirm the participation of these participants:
  - a. Each individual evaluator
  - b. Ah-Counter
  - c. Grammarian: Ask them for a word of the day.
  - d. Quiz Master
  - e. Timer
  - f. Vote counter
3. Mentor the evaluators by reminding them that successful evaluations follow this pattern:
  - a. Did the speech follow the requirements in the manual?
  - b. Review good points of the speech: structure, flow, connection between the opening and conclusion.
  - c. Find at least 2 areas that need improvement and give examples how to resolve these issues.
  - d. Provide a good strong conclusion to you evaluation.
  - e. Evaluation speeches are: 2-3' ±30"
4. Remind meeting assistants to follow the rules by downloading and reading the relevant "Notes & Instructions" manuals from [fytc.cars85.com](http://fytc.cars85.com).
5. In the event of an assistant or speaker not being able to attend, please find a suitable firefighter and notify the VPE so that they can update the agenda.
6. Prepare your evaluator speaker introduction speeches.  
It's even better to write them down and practice them at home before the meeting.

## At the Meeting:

1. Sit near the back, so that you can view all of the meeting participants. Evaluate each participant.
2. Make sure your evaluation team is present. If not, find a firefighter.
3. Take notes of things that happen, but shouldn't:
  - a. Did the meeting start on time?
  - b. Are the banners put up straight?
  - c. Are the microphones and other equipment working correctly?
  - d. Did anything distract the meeting unnecessarily?
4. Lead the applause before and after each evaluator & greet them with a handshake before sitting down.
5. \*Before\* giving your comments, invite the timer, ah-counter and grammarian to give their reports.
6. General Evaluator's **Closing Speech**
  - a. Thank all of the evaluation assistants for their support.
  - b. Retell a few key points we have learned or laughed about.
  - c. Commend then offer your evaluation on:
    - i. speech evaluators.
    - ii. Toastmaster
    - iii. Other Session Masters: Topicsmaster, Joke Master...
    - iv. If you have something to **\*add\*** to the individual speech evaluations?
  - d. Be strict, but full of encouragement.
  - e. Give a reports of any distractions and disturbances.
  - f. Return control back to the Toastmaster.

## Further Reading:

1. See the **Competent Communication** manual:
  - a. Being a General Evaluator [P71]
  - b. How To Introduce A Speaker [P81]
  - c. Thanking A Speaker [P82]