



The GENERAL EVALUATOR Role

Before the Meeting:

- Contact all Speech Evaluators and the Table Topics Evaluator via email and ask them 3-5 questions related to the meeting theme, to help you introduce them. (1-2 days prior to the meeting)
- In case you do not get the info you need beforehand, try to get it 5-10 min before the meeting from the members you have to introduce (see under).

At the Meeting:

- Welcome everyone to the meeting.
- Introduce the Speech Evaluators and the Table Topic Evaluator and ask them to present their evaluations (one at a time).
- Invite the Grammarian, the Ah Counter and the Timer to give their reports.
- Invite the Quizmaster to ask 3 questions to test the listening skills of the participants.
- Give your GE report - an overview of the meeting (see report under).
- Return the gavel/control to the Toastmaster.

ROLE	MEMEBER NAME	GE TASK
Evaluator #1		<ul style="list-style-type: none">• Introduce Evaluator #1• Ask Evaluator to give their evaluation
Evaluator #2		<ul style="list-style-type: none">• Introduce Evaluator #2• Ask Evaluator to give their evaluation
Table Topics Evaluator		<ul style="list-style-type: none">• Introduce Evaluator• Ask Evaluator to give their evaluation
Grammarian		<ul style="list-style-type: none">• Invite Grammarian to give their report
Ah Counter		<ul style="list-style-type: none">• Invite Ah Counter to give their report
Timer		<ul style="list-style-type: none">• Invite Timer to give their report
Quizmaster		<ul style="list-style-type: none">• Invite Quizmaster to pose 3 questions



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POSITION	NAME	WHAT I LIKE	IMPROVEMENTS/ SUGGESTIONS
Chairman: Conducts the meeting on schedule, in control, effectively, organized.			
Toastmaster: Introduces the formal speech program, effectively introduces the speakers.			
Grammarians: Word selection; explains the Word Of the Day			
Timer: Accuracy; use of proper lights: Green, Yellow, Red			
Table Topic Master: Choice of question, clearly introduces Table Topics, calls on participants without roles			
Table Topic Evaluator: Effective comments to speakers			
Evaluator#1: Structure, content, constructive specific feedback.			
Evaluator#2: Structure, content, constructive specific feedback.			
Overall Meeting Comments: Theme, timing, atmosphere, speeches, evaluations, preparedness.			