



CALGARY PACE SETTERS TOASTMASTERS CLUB #8170

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	Name	GE Task
Evaluator #1		- Introduce Evaluator #1 - Ask Evaluator to give their evaluation
Evaluator #2		- Introduce Evaluator #2 - Ask Evaluator to give their evaluation
Evaluator #3		- Introduce Evaluator #3 - Ask Evaluator to give their evaluation
Table Topics Evaluator		- Introduce Evaluator - Ask Evaluator to give their evaluation
Grammarian		- Invite Grammarian to give their report
Ah Counter		- Invite Ah Counter to give their report
Timer		- Invite Timer to give their report
Quizmaster		- Invite Quizmaster to pose 3 questions



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The **GENERAL EVALUATOR** Report

Position	Name	What I like	Improvements/ Suggestions
Chairman: <i>Conducts the meeting on schedule, in control, effectively, organized.</i>			
Toastmaster: <i>Introduces the formal speech program, effectively introduces the speakers.</i>			
Grammarian: <i>Word selection; explains the Word Of the Day</i>			
Timer: <i>Accuracy; use of proper lights: Green, Yellow, Red</i>			
Table Topic Master: <i>Choice of question, clearly introduces Table Topics, calls on participants without roles</i>			
Table Topic Evaluator: <i>Effective comments to speakers</i>			
Evaluator#1: <i>Structure, content, constructive specific feedback.</i>			
Evaluator#2: <i>Structure, content, constructive specific feedback.</i>			
Evaluator#3: <i>Structure, content, constructive specific feedback.</i>			
Overall Meeting Comments: <i>Theme, timing, atmosphere, speeches, evaluations, preparedness.</i>			