



Dawn Talkers Club #84

When you are the General Evaluator

Evaluating anything and everything that takes place throughout the meeting, the General Evaluator is also responsible for the Evaluation Team. The usual procedure is to have one Evaluator for each program speaker, but the Evaluation Manual from TI presents several alternative ideas. The General Evaluator may set up any format, but must ensure that all speakers receive a written evaluation in their manual.

Prepare in Advance

- Check with the Toastmaster to find out if there are any program changes.
- Call the Speech Evaluators no later than two days prior to the meeting to remind them of their jobs and who they will be evaluating. If you plan to use an evaluation format other than “usual procedure”, brief your evaluators during these calls. Encourage Evaluators to call their Speakers to talk over any special evaluation requirements suggested in the manual.
- Call the Grammarian, and Timer no later than two days prior to the meeting to remind them of their assignments.
- Prepare a brief talk on the purpose, techniques, and benefits of evaluation (to be presented only if guests are presented).

Entering the Meeting Room

- If an Evaluator is not present at the meeting, consult with the Vice President Education to appoint a substitute.
- Ensure each Evaluator has the Speaker’s manual before the meeting begins and that they know the Speaker’s project.
- Verify the individual Speaker’s time required and notify the Timer.
- Sit near the back of the room to allow yourself full view of the meeting and its participants.

During the Meeting

- Take notes about everything that happens (or doesn’t, but should):
 - Club belongings properly displayed? (Trophies, banner, Timer’s equipment, educational materials, flag, comment forms, etc.)
 - Did the meeting, and each segment of it, begin and end on time? If not, why?
 - How was Table Topics handled? Note something about each Topics speaker.
 - Cover performances of each participant the program- from the Call to Order to the last report by the Timer. Look for good examples as well as opportunities for improvement of preparation, organization, delivery, enthusiasm, observation, and general performance of duties. Remember, you are not to reevaluate the Speakers, though you may add something that the Evaluator did not address.
- When introduced to conduct the evaluation segment of the meeting:
 - Go to the lectern and stay there
 - Call on each speech Evaluator.
 - Give your general evaluation of the meeting, using the notes you took as listed above.
 - Call for the Grammarian report.
 - Call for the Timer’s report.
 - Return control of the meeting to the Toastmaster.