



SAFRA TOASTMASTERS CLUB

GENERAL EVALUATOR CHECKLIST OF DUTIES

Explain briefly to the audience that the role of the General Evaluator is to give feedback to the club and its exco on how the club meeting was perceived by a non-club member and to give feedback on opportunities for improvement for future meetings.

You may give your comments in the following suggested sequence:

First give your overall impression of the meetings proceedings, then; comment on the individual appointment holders according to the sequence in which they performed their roles;

- ❖ Sergeant-At-Arms - comment on punctuality & facilities, guest sign-in procedure, welcoming method, logistics set-up, keeping track of timing for tea break, starting the meeting on time etc.
- ❖ Opening Address - comment on the opening address, its appropriateness, its motivational value, etc.
- ❖ Table Topics Master - comment on choice of topics (wide ranging, stimulating & suitability), ability to raise level of volunteerism, whether he/she spoke too much, stealing the wind out of peoples sails. Were the rules of table topics followed, i.e. one speaker per topic (unless an opposite view is sought and offered), variety of topics, truly impromptu in nature, etc.
- ❖ Timer - comment on his/her attentiveness and whether speakers benefited from the time-keeping process.
- ❖ Manual Speech Speakers - give your general comments, remembering that the manual speech speakers would already have been evaluated by the Speech Evaluators, you could give your general impression of the quality of speakers, and special mention of any aspect not covered by the Speech Evaluators.
- ❖ Evaluators - comment on the standard of evaluation, whether they were positive/encouraging evaluations, whether any techniques used were worthy of emulation by future evaluators, etc.

- ❖ Language Evaluator/Grammarian - comment on the standard of the report, whether it was too technical or too brief, or just right, whether there was good learning value. Perhaps state what you yourself have learnt that day from the grammarian.
- ❖ Ah Counter - comment on his/her attentiveness and whether speakers benefited from the AH-counting process.
- ❖ Toastmaster of the Day - comment on this person last because he/she is supposedly the star-of-the-day. Comment on whether the TMD was successful in creating a good atmosphere for the meeting. Comment on the level of preparedness prior to the meeting. Did the TMD telephone the GE to find out how the GE wishes to be introduced, and/or whether the GE knew how to get to the meeting location? Did the TMD use the time-tested P.O.E.T.S. method to introduce speakers? Did the TMD lead in the applause? Did the TMD have good lectern etiquette? Did the TMD educate the audience on meeting proceedings, especially those who are not familiar with Toastmasters Meetings?

Finally give your feedback on specific ideas you can share to help the club improve; for example, timing devices, room lighting, voting slips, writing materials, refreshments, guest book, directional signage, ribbon awards, etc. Was the meeting well organised? Was there anything unique or worthy of praise about the practices of the club? Did you enjoy the meeting? Comment on protocol and attire of speakers and appointment holders. Do you have any suggestions to add to the agenda?

REMEMBER, leave the lectern on a positive, encouraging note to ensure that you get invited back. (Watch for timing as the G.E. is the 2nd last speaker and folks want to go home!)