

General Evaluator Role

Responsible for the Evaluation team for the meeting, which includes the Speaker Evaluators, Timer, and Grammarian. Ensures all necessary evaluators know they are assigned, know their responsibility, and acknowledge they will be in attendance at the meeting.

Before the Meeting:

- Check with Toastmaster on meeting structure and any planned deviations
- Brief all evaluators on their responsibilities
- Remind the Speaker Evaluators to contact their respective Speakers prior to the meeting, and get the appropriate Evaluation Form.

When You Enter the Room:

- Ensure the speaker evaluators have the Evaluation Form they need and understand the project objectives and the Speaker's needs
- Verify each speaker's time, meet with timer to review timing expectations
- Find a replacement evaluator if necessary and brief the replacement on their duties
- Sit near front of room since you will be going to the lectern often during the Evaluation Session of the meeting to introduce the various evaluators. On Zoom: be ready to unmute!

During the Meeting:

- You will be called on by the Toastmaster to explain your role. For instance, you might say "My role is to evaluate the Speaker evaluators as well as the meeting as a whole."
- When the Evaluation portion of the meeting arrives, you will be introduced by the Toastmaster to take the lectern (real or virtual.)
- Introduce each Speaker Evaluator
- In person: After the evaluators have spoken, ask the audience to complete their ballots for Best Evaluator and Most Improved and ask for the ballots to be collected. On Zoom: ask the SAA to start the polling for Best Evaluator and then Most Approved.
- When that is completed ask for the Timer's report, then the Grammarian's report.
- Give your Evaluation of the meeting (there is a General Evaluator's Checklist) :
 - Primary role is to evaluate the evaluators – make note of what they did well and areas for improvement
 - Secondary role is to take notes on everything that happens or does not happen but should during the course of the meeting
 - Make particular note on the start time of the meeting and the estimated end time of the meeting to note how well the meeting adhered to the times specified
 - Use the agenda as a checklist to note if each section begins/ends on time
 - Make a comment on the meeting participants, denoting positives exemplified and potential areas for improvement
 - Do not re-evaluate the speakers, though you may wish to add something that may have been missed
- Turn control of the meeting back to the Toastmaster