General Evaluator's Guidelines   SLTM 2024

The General Evaluator's main job is to review and assess the club meeting—from the time people arrive to the end of the program's educational component—and report their findings.

The general evaluation should highlight how members have performed in their meeting roles, including preparation, organization, timeliness, enthusiasm, and carrying out the duties themselves.

The General Evaluator helps individuals improve their speaking and leadership skills by providing motivating, structured, and specific feedback.

The General Evaluator also ensures speech evaluators are offering feedback to speakers according to the objectives in the speaker's particular project.

The General Evaluator should only add to a speech evaluation if an evaluator didn't provide a relevant and motivating assessment highlighting a speaker's strengths and offering specific ideas for improvement.

Do not evaluate the Table Topic or prepared speakers.

The General Evaluator's report can also assess meeting structure and protocol, and how well members have fulfilled club responsibilities. This perspective offers a big-picture view of club performance to ensure members are learning, meetings are efficient and effective, and the club is thriving.

Part of the evaluation are reports from three assistants: ah-counter, grammarian, and timer. Allow sufficient time within the GE's time limit to ask for their reports. (They should however be limited to between one- and one-half minutes.)

Use the 'General Evaluator – Evaluation Guide' to write down your observations.

General Evaluator – Evaluation Guide   SLTM 2024

Brief explanation on your role as a general evaluator:

My role is to evaluate the meeting in general and to provide my opinion as to what was done well and were possible improvements can be made. I will call for reports from the Timer, Grammarian, and Ah-Counter during my evaluation.

Before start of meeting:

Verify the attendance of the evaluators and assistants. Arrange with Toastmaster for last minute substitutes if required.

Assistants:

Ah Counter: _____

Grammarian: _____

Timer: _____

Time allowed for GE, (from tonight's agenda): _____

	Name	Done well/Comments	Improvement
Room setup.			
Did the meeting start on time? SAA – opening remarks.			
Toast.			

	Name	Done well/comments	Improvement
President's opening remarks and member introductions.			
Business meeting/Chairman.			
Table Topics Master.			
Table Topics Evaluator.			
Performance of Toastmaster 1st half			
Performance of Toastmaster 2nd half			

	Name	Done well/comments	Improvement
Speech evaluators.			
Ah-counter.			
Grammarian.			
Timer.			
Final observations and comments.			

Return Control to Toastmaster (NAME)_____.