

## General Evaluator

The General Evaluator evaluates the various roles of the meeting with the exception of the speakers who have already been evaluated. Do not waste time by commenting on the speakers or what was said. We heard it as well!

Avoid trite phrases such as “I enjoyed the meeting”. Your focus is on things that went well, and points for improvement. Use specific examples of things done well and things requiring improvement.

The General Evaluator evaluates the roles that haven't been evaluated previously. Your evaluation should cover the following roles:

- **Sergeant-at-Arms.** Did the meeting start on time? Was the room organized? Was the meeting theme well introduced?
- **(Optional) President's Address** - was it inspiring, informational and set the tone for the meeting?
- **Chairman** – how well did the meeting flow?
- **Table Topics Master** – focus on the Table Topics master, not the individual speakers. Occasionally we allocate evaluators for the Table Topics. Was the purpose of Table Topics explained? Were people with no meeting assignments asked to speak? Were guests asked if they would like to participate? Did the questions match the level of the speaker?
- **Toastmaster** – preparation? did it flow well introducing speakers, evaluators and thanking speakers and evaluators?
- **Speech Evaluators.** Don't comment on the speakers! Did the evaluators highlight things done well and give points for improvement?
- **Ah Counter's Report**
- **Timer's Report**
- **Grammarian** Comment on the language and grammar discussed. Were we challenged with some good “Listening” questions?

Your role is to educate everyone on what things were done well and to give points for improvement for all the roles.

Above all, aim to be encouraging and conclude the meeting on a positive note.

**Pathways Note:** After the meeting, login to Pathways and update your profile with the meeting date.

**Online Meeting Note:** Consider evaluating video, audio and audience elements e.g. lighting, camera angle, background, distractions, sound quality with ideas on how to improve.