

# General Evaluator

<b>Allocated minutes</b>	<b>8:00</b>	<b>9:00</b>	<b>10:00</b>
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## Purpose

This role is similar to the Evaluator for a speech and Table Topics (see notes on these roles). As per the Table Topics evaluation, keep each Speaker's evaluation short and to the point - CRC and summary/uplifting comment, or per Pathways, commendations and a challenge (rather than recommendation).

You're also the main support for the Toastmaster: Keep an eye on the time and be prepared to shorten your evaluation according to the time left in the meeting. Leave enough time after you've finished (8-10min) for Timekeeper, Toastie Award and Closing Remarks from the Toastmaster.

The General Evaluator (GE) evaluates the conduct of the meeting, including the Toastmaster and all the Evaluators. The GE usually has 5-10 minutes to give the meeting evaluation, so it's important to be prepared and organised. It may be helpful to consider that, in this role, you are looking at how the meeting achieved the mission of the club.

## Before the meeting/ Pre-meeting prep

- Print off the [General Evaluator's](#) template (10.1) if required.
- Talk to the Toastmaster if necessary (e.g. if a different format/unusual meeting is planned. For example if there is an educational and no evaluator specifically allocated).

## During the meeting

- Briefly evaluate everybody who has not been evaluated (this includes Sergeant at Arms, Grammarian, Introducers, Evaluators, Table Topics Master, Table Topics Evaluator, Timekeeper, the Toastmaster and any additional/unusual roles).

- ❑ Use the CRC method, or (e.g. if you're short of time), a challenge, a commendation or a recommendation for each person
- ❑ It is up to you to use your judgement. You might choose to focus your commendations on fallback positions, vocal variety, gestures or certain aspects to give it a different touch.
- ❑ You may also choose to evaluate the meeting as a whole e.g. set up of room or other general observations (e.g. lectern or COVID etiquette) etc.

## Additional resources

- ❑ All general guidelines found in the role descriptions for [Evaluator and Table Topics Evaluator](#) ([LINKS](#))
- ❑ Sabine's Educational - [LINK](#)