**GENERAL EVALUATOR**

The General Evaluator role is just as the name implies – an evaluator of everything and anything that takes place throughout the meeting. The responsibilities are large but so are the rewards. You are responsible for the evaluation team, Including and table topics evaluator, speech evaluators, the timer, grammarian, gruntsmaster and Sgt at Arms. Your evaluation should give a comprehensive yet concise overview that praises areas of achievements and offers suggestions for possible areas of improvement

**Before the meeting**

Familiarize yourself with the agenda and any amendments or planned deviations from the usual meeting format. You will need some paper and a pen to make notes during the evening.

**During the meeting**

Before the speakers begin, the TME (Toastmaster of the Evening) will ask you to give a brief description of your role and you should prepare a brief but thorough speech on the purpose, technique and benefits of evaluation. Evaluation is a positive experience designed to help people overcome weak habits and add power to good ones

You are allocated **1 minute** for convey this information to the audience

The General evaluator normally sits at the back of the room so that they can get a clear overview of the meeting and its participants

At the end of the prepared speaking session, table topic speaking session and evaluation session the TME will ask you to deliver your spoken evaluation of the evening. You are allocated **5 minutes** for your evaluation

**At the end of the meeting**

The General Evaluators role helps members to gain greater organizational skills, to listen and provide constructive feedback on what the club does well and what could potentially improve during its Club Meeting

**Please ensure that you have your CL manual completed when you undertake this role.**

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