

When You Are the General Evaluator...

Definition: The General Evaluator is responsible for the evaluation team and for the evaluation portion of the meeting. S/he makes a brief introduction, introduces and evaluates the evaluators, and gives an overall evaluation of the meeting.

Before the Meeting:

1. Confirm speakers with TMOE and establish/verify that each speaker has an evaluator.
2. Inform evaluators which speaker they will be evaluating. Remind them to contact the speaker to find out which speech they will be giving, what the objectives are for the speech, and to see if the speaker would like them to watch/listen for anything in addition to the objectives.
3. Help any 1st time evaluators understand their role.

During the meeting:

1. **Make notes on the meeting** (to be used later for the general evaluation of the meeting)
2. **Assume control of the meeting, giving an introduction** that includes the role of the GE and the importance and benefits of evaluations.

Introduction:

3. **Ask the timer to explain the timing of the evaluations** (2-3 minutes).
4. **Conduct the evaluation portion of the meeting.**
 - a. Introduce the evaluators
 - b. Listen to the evaluations
 - c. Give a quick evaluation of the evaluator to let them know what they did well and a tactful suggestion of how they might do even better next time.

	Evaluator	Person being evaluated	Introduction
1.			
Evaluate the evaluator (strength/area for improvement/strength):			

	Evaluator	Person being evaluated	Introduction
2.			
Evaluate the evaluator (strength/area for improvement/strength):			

	Evaluator	Person being evaluated	Introduction
3			
Evaluate the evaluator (strength/area for improvement/strength):			

	Evaluator	Person being evaluated	Introduction
4			
Evaluate the evaluator (strength/area for improvement/strength):			

5. Request the **Timer’s Report**
6. Request that everyone **vote** for the *Best Evaluator* and the *Bull Slinger*.
7. Request a **Grammarians’ Report**
8. Give a **general evaluation of the meeting**. In this overall evaluation, you will want to consider each participant on the agenda. You may want to include some examples of timing, preparation, organization, delivery, enthusiasm, performance of duties, etc. Remember that the speakers have already been evaluated, so *do not re-evaluate the speeches*.
9. **Return control of the meeting to the Club President**, _____

Effective Evaluators...

- Call the speaker before the meeting to discuss objectives for the speech (both the objectives in the book and any personal objectives the speaker may have).
- Take into consideration the skill level and progress of the speaker
- Listen actively and carefully
- Consider the objectives of the speech and the level of the speaker
- Address the speaker during the presentation of the evaluation
- Start and end an evaluation with encouragement
- Give the speaker feedback including...
 - concrete examples of how they met their objectives
 - examples of what the speaker did well (so they can repeat these things)
 - 1 or 2 tactful suggestions about how to improve their next speech.
- Help the speaker become less self-conscious and more confident
- Offer encouragement to keep moving forward

For more information on evaluators, see the back of the CC manual

Remember, this is a guide for being the General Evaluator and can be altered so that it works best for you. Before becoming GE, watch other General Evaluators and note the methods that you believe are most effective and that best fit your style. Then, give it a try. Remember, this is meant to be an interesting learning experience – not a pass/fail situation.