

Margaret Wan

also known as

Magic Wan



Every Meeting is a Show: The Role of the General Evaluator

Prior to the meeting:

- ★ At least two days before the meeting, confirm with the evaluators, timer, ah counter, and grammarian that they will take on their respective roles; then confirm the same to the Toastmaster.
- ★ In case a substitute is needed, consult the Vice President Education and identify a suitable replacement.
- ★ Match speakers to evaluators and let the evaluators know whose speech they will evaluate. As a rule of thumb, match a good evaluator with a new speaker.
- ★ Prepare a checklist from which you can follow the meeting in order to evaluate it (see next page for sample).
- ★ Arrive early at the meeting to finish last-minute details and settle down before the meeting starts.

Upon arrival at the meeting:

- ★ Sit where you can observe everything that goes on at the meeting and where you will have quick access to the lectern.
- ★ Check that the evaluators, timer, ah counter, and grammarian are present. If necessary, find replacements.
- ★ Note the pronunciation of names of the program participants.

During the meeting:

- ★ If guests are present, briefly explain the purpose of the evaluation program.
- ★ Pay close attention to everything that goes on at the meeting and take notes.
- ★ When you introduce an evaluator, refer to him or her as evaluating a speaker's speech, **not** evaluating the speaker.
- ★ Lead the applause when you introduce the evaluators and at the end of their evaluations. Do the same when the timer, ah counter, and grammarian finish their reports.
- ★ Your general evaluation of the meeting should last no more than 3 minutes.
- ★ If you had volunteers filling meeting roles at the last minute, do **not** announce this during the meeting. Thank them in private after the meeting. Every meeting is a show. Last-minute changes should be invisible to the audience.

Margaret Wan, Distinguished Toastmaster
Toastmasters International Director 2006-2008
President's Distinguished District 47 Governor 2003-2004
Saint Petersburg • Florida • USA
Phone +1 727.525.3883
E-mail Magic@MargaretWan.com
Web www.MargaretWan.com



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Checklist for General Evaluator

Did each segment of the meeting begin and end on time? If not, how to improve?

Comment on the organization of the meeting and general performance of duties.

Comment on the meeting theme (if any).

Comment on the Toastmaster's performance (e.g., keeping meeting on time, transitions, humor.)

Comment on the Table Topics (e.g., how questions asked, how answers given, whether Table Topics Master called on members that had no meeting role).

Comment on the quality of evaluations - Were they positive, upbeat, helpful? Did they point the way to improvement?

Were flags (see below for flag protocol), banners, awards, educational materials, brochures, and guest book properly placed? If not, why?

Were there unnecessary distractions that could have been avoided? How?

Other comments.

Flag Protocol

- ★ American flag goes to the far right of the lectern (left of the audience).
- ★ State flag is next (or on the opposite side if no other flags); other flags in alphabetical order.

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