

# MENAI TOASTMASTERS CLUB



## MASTER EVALUATOR

Read the notes in the rear section of your Communication and Leadership manual about the role of Master Evaluator (General Evaluator).

The Master Evaluator is one of the most important assignments on the agenda of any Toastmasters club. Well before the day of the meeting, it is the Master Evaluator's responsibility to contact all the members who are scheduled on the agenda, to do the following assignments:

- The Timer.
- The Parliamentarian.
- The Table Topics Evaluator.
- The Speakers' Evaluators.
- The Grammarian.

Ascertain the member's availability for the meeting, and his/her understanding of the assignment. If an assigned member is unable to conduct the assignment, the Master Evaluator must advise the VP Education.

As Master Evaluator, your duties are to act as the General Evaluator. All members with assignments in the club meeting are evaluated, including any guests who take part in the meeting.

Following the speech session, you will be introduced by the Toastmaster, who will then hand the control of the meeting over to you. You then conduct your session as follows:

- Explain your role to the meeting for the benefit of the visitors and guests.
- Provide your evaluation of:
  1. The Call to Order by the Sergeant-at-Arms.
  2. The Invocation
  3. The Welcome to Guests.
  4. The Loyal and Second Toast
- Call on the Timer to present his report, which should include start/finish time of each segment of the program, plus the times of Table Topics answers (generally only those under 50 seconds and over 70 seconds), and the Speeches.

- Call on the Table Topics Evaluator to present the evaluations of the Topics answers, and to nominate the "Best Table Topic" answer of the session.
- Call on the Parliamentarian to present the evaluation of the Chairman.
- Call on the speech evaluators in turn, to present the evaluations of the speakers. Advise the Timer of the time allowed for evaluation, which is 2 minutes, maximum 2.5 minutes. You may add your own comments on each speaker if you feel an important point has been missed, and it's mention could help the speaker for the next occasion. Remember that the verbal evaluation given by the Speech Evaluator is only intended to cover the major points. You should also try and provide each Speech Evaluator with a brief evaluation.
- Call on the Grammarian to present the evaluation of grammar and words used during the meeting.
- Thank your team of Evaluators for their contribution to the meeting.
- Inform the Toastmaster that the Evaluation Session has been completed.

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