

## GENERAL EVALUATOR

### Responsibilities

- Evaluate the flow of the meeting and room set-up
- Take notes on all meeting participants except speakers (i.e., Toastmaster, Time Keeper, Ah Counter / Grammarian, Evaluators, Table Topics Master, Joke Master, Business Meeting), focusing on strengthening each person's performance for next time
- Introduce Time Keeper and Ah Counter / Grammarian
- Make sure the Time Keeper, Ah Counter / Grammarian, and Speech Evaluators know their roles and are prepared

### Speaking Role of General Evaluator

- Toastmaster will ask you to explain your role and introduce your team at the beginning of the meeting
  - Explain what you will be noting through out the meeting
  - Introduce the Time Keeper and Ah Counter / Grammarian asking each to explain their role
- Toastmaster will ask you to close the meeting
  - Give your comments of the meeting flow and set-up
  - Comment on all meeting participants except planned speakers
  - Ask for Time Keeper's Report
  - Ask for Ah Counter / Grammarian's Report
  - Ask Topic Master for the Table Topics Winner
  - Adjourn the meeting