



General Evaluator

Lead the evaluation team and assess the meeting as a whole.

Purpose

The General Evaluator leads the evaluation section and evaluates the meeting as a whole. This role looks beyond prepared speeches to the quality of the meeting: preparation, timing, role performance, transitions, energy, guest experience, and learning value.

Before the meeting

- Confirm the agenda with the Toastmaster.
- Know who the speech evaluators, Timer, Grammarian, and Ah-Counter are.
- Make sure every evaluator understands their speaker and project objective.
- Confirm speech times with the Timer if they differ from the agenda.
- Prepare a short explanation of the evaluation session.

During the meeting

Take notes on:

- Whether the meeting started on time.
- Room setup, hybrid setup, and guest welcome.
- Toastmaster of the Day handovers.
- Prepared speech session flow.
- Table Topics structure, questions, and timing.
- Evaluator quality: specific, balanced, and useful.
- Timer, Grammarian, and Ah-Counter reports.
- Overall energy, clarity, and professionalism.

Running the evaluation session

- Acknowledge the Toastmaster of the Day.
- Briefly explain the value of evaluation for guests and new members.
- Introduce each speech evaluator.
- Lead applause before and after each evaluator.
- Call for Timer, Grammarian, and Ah-Counter reports when appropriate.
- Give your General Evaluator report.
- Hand back clearly.

General Evaluator report structure

1. Overall impression of the meeting.
2. What worked well.
3. One or two specific improvements.



Ballito Toastmasters Club

Meeting Role Guide

4. Brief comments on key roles and meeting flow.
5. Encouraging close.

Evaluation lens

Ask:

- Was the meeting welcoming?
- Was it organised?
- Did each role add value?
- Were transitions smooth?
- Did speakers and guests understand what was happening?
- Did the meeting support learning?

Avoid

- Re-evaluating every prepared speech in detail.
- Repeating what speech evaluators already said.
- Thanking each role without evaluating it.
- Overloading the club with too many recommendations.

Ballito standard

Be concise and specific. Give the club one or two actionable improvements it can apply at the next meeting.

Source basis

- Toastmasters International General Evaluator role:
<https://www.toastmasters.org/membership/club-meeting-roles/general-evaluator>
- Toastmasters International General Evaluator Checklist:
<https://www.toastmasters.org/resources/general-evaluator-checklist>
- Ballito Toastmasters local General Evaluator notes.