

WHAT TO DO WHEN YOU ARE GENERAL EVALUATOR (GE)

1. The Toastmaster will call on the GE. The Toastmaster relinquishes control of the lectern to the GE for the evaluation portion of the meeting. When the GE comes to the lectern, he or she calls on each evaluator.
2. When the evaluations are complete, the GE asks Timer for a report and then ask the members to vote for the best evaluator. The votes are given to the Ballot Counter for counting. The Ballot Counter will give the name of the winner to the Toastmaster. The Toastmaster will announce the winner at the end of the meeting.
3. The GE will give an evaluation of the meeting as a whole.
4. The GE has a lot of discretion about the meeting evaluation. He or she can include anything he or she deems noteworthy about the meeting. Some ideas include:
 - The room arrangement
 - The greeting of guests and members
 - Promptness of meeting opening
 - Conduct of the business session
 - The Toastmaster's performance
 - The Table Topics Master and the Topics Speakers' performance
 - The Evaluators' performance
 - The Timing and Vote Counting procedures when needed
5. The GE can evaluate the evaluators.
6. When neither accolades nor suggestions for improvement are needed, the GE should not feel compelled to verbalize unnecessarily. While no time is specified for the GE, time is precious to everyone at the meeting so use it wisely! The GE should NOT (except in the case of the very grossest oversight) evaluate the individual speakers. This is the job of the individual speech evaluators.
7. The GE retains control of the lectern during the entire Evaluation session. After his or her final comments, control of the lectern is returned to the Toastmaster.