

GENERAL EVALUATOR

The General Evaluator evaluates everything that takes place during the Club meeting. In addition, the General Evaluator is responsible for the speech evaluators, making sure they know their responsibilities as evaluators, and for the Ah Counter, Grammarian, and Timer. Normally an evaluator is assigned to each speaker; however, sometimes evaluations may be done by panels. The General Evaluator may set up any evaluation procedure desired, but must make sure each evaluation is brief yet complete.

START

On time? Call to order, invocation, pledge, opening handled smoothly?

BUSINESS

Smoothly? Did it drag? Was concise agenda followed?

GUESTS

Were guests introduced? Did members welcome new members? Was printed information available?

INTRODUCTIONS

TM, guests, TT, speakers, evaluators – more than just names given?

TABLE TOPICS

Were topics appropriate? Did Table Topics Master use too much time?

SPEAKERS

Manual speeches? Were they prepared?

EVALUATIONS

Did evaluations include commendations, recommendations, and encouragements (CRE)?

TIMER, AH COUNTER, GRAMMARIAN

Were timing limits observed? Were reports helpful, smooth, and audible?

FUN

Did everyone seem to enjoy the meeting? Did you enjoy it? What was the tone?

MISCELLANEOUS OBSERVATIONS/COMMENTS