

MENAI DISTRICT TOASTMASTERS CLUB



MASTER EVALUATOR

As a guide, please read the notes in the rear section of your Competent Communication manual about the role of General Evaluator, to gain an understanding of the requirements for the role of Master Evaluator.

The Master Evaluator's role at Menai District Toastmasters is to be conducted in the following two part format.

NB: The Master Evaluator is one of the most important assignments on the agenda of a Toastmasters club meeting. The Master Evaluator is responsible for conducting an effective evaluation session, and to act as the Evaluator for the entire meeting, which includes providing evaluations to those members with roles who are not assigned an evaluator, and any guests who participated in the meeting.

FIRST PART OF THE MEETING:-

The chairman will introduce the Master Evaluator following the Table Topics session. Provide a brief explanation of the "First Part" of the Master Evaluator's role for the benefit of the visitors and guests prior to commencing the evaluations.

Evaluate the following roles:

- The Call to Order by the Sergeant-at-Arms.
- The Invocation.
- The Welcome to Guests.
- The Loyal and Second Toast.
- The manner in which the meeting had been conducted by the Chairman to this point.
- Then introduce the Table Topic Evaluators together.

At the conclusion of the Table Topic's evaluations, thank the evaluators and announce that the first part of the Master Evaluator's role has now concluded and hand control of the meeting back to the chairman.

SECOND PART OF THE MEETING:-

At the conclusion of the formal speaking session, the Toastmaster will call upon and introduce the Master Evaluator to conduct the evaluation session.

Provide a brief explanation of the "Second Part" of the Master Evaluator's role for the benefit of the visitors and guests prior to commencing the evaluations.

Call on each speech evaluator in the same order as the speaker's order.

You may add your own comments about a speaker's delivery if you feel an important point has been overlooked.

You should also try and provide each Speech Evaluator with a brief evaluation.

Remember that the oral evaluation given by the Speech Evaluator is primarily about the speaker's delivery and is only intended to cover the major points.

When all of the speech evaluations have been delivered, call on the members who have the following roles to present their Reports or Evaluations.

- The Parliamentarian – if programmed.
- The Timer.
- The Grammarian.
- The Listener.
- The Um/Ah Counter.

Thank your team of Evaluators for their contribution to the meeting.

Announce that the Master Evaluator's role has concluded and hand control of the meeting hand back to the Toastmaster.

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