Delegation Tips

Why is delegation important?
Sometimes as a leader it can feel like a lot of pressure rests on your shoulders but learning how to delegate can help! Sharing responsibilities keeps members interested and enthusiastic within the organization.

Reasons to Delegate:
- **Group benefits:**
  - Members become more involved and committed.
  - There is a greater chance that projects will be completed.
  - Increased opportunities for members to develop leadership skills.
  - You will organization will run more effectively.
- **Leader benefits:**
  - Not being spread too thin and therefore is less likely to burn out.
  - Acquiring more experience in executive and administrative functions.

Appropriate times to delegate:
- Work load is heavy.
- A member has particular qualification or interest in a task.
- Someone can benefit from the responsibility.

Inappropriate times to delegate:
- The task is something you would not want to do (menial work).
- Someone is under qualified or overqualified for the task.
- The work is your own specified responsibility.

Steps to delegation:
- Ask for volunteers.
- Appoint or suggest someone. Sometimes a member lacks self-confidence and won’t volunteer; appointing him/her demonstrates your confidence in them.
- Develop a committee.

Guidelines for effective delegation:
- Choose the appropriate people by interviewing and placing your members carefully. Consider his/her time, interest and capabilities.
- Explain to members why they were selected for this task.
- Delegate segments that make sense; not bits and pieces of a task, but share the "big picture". People like to know how their segment will help the larger program.
- Discuss the task at hand. Discuss ideas; mutually set goals and objectives.
- Give members a voice in the decision-making process.
- Support your officers and committee chairs by sharing information, knowledge and plans with them. It is incredible how many errors are made simply due to a lack of information.
- Clearly define the responsibilities being delegated to each person. Explain what is expected of them.
- Find out how you will know when they need help. Make sure they understand you are willing to assist but must first be told when and how you can help.
• Give accurate and honest feedback.
• Allow for risk-taking and mistakes.

Monitor the progress:
• Let them do the job! Delegating does not eliminate work, it simply changes it.
• Follow up. Check periodically to see if people have any questions regarding how a project is supposed to be done.
• Evaluate. You must not overlook the need to evaluate and measure the extent to which actions conformed to plans, if the plans went well or if the original plans were appropriate and worthwhile.

Adapted from University of Oregon, Holden Leadership Center
http://leadership.uoregon.edu/resources/exercises_tips/skills/delegating_responsibility