

Delegation

Delegation is the key to a successful organization

As you probably have discovered you can't do everything, although I imagine some of you have tried!

Sharing responsibilities keeps members interested and enthusiastic about the group.

You may be reluctant to delegate because you want to make sure the job is done right (your way!)

But that can make members feel unimportant

What are some reasons why it's important to delegate?

As president it allows you

Time to plan; organize, less likely to burn out

Teaches valuable lessons in how to work with and develop others

Builds trust

Encourages open communication

Gain satisfaction seeing members grow and develop

For Members:

Motivates

Builds self esteem

Encourages creative problem solving

Stimulates initiative

Trains future leaders

Builds trust

Facilitates communication

Stimulates creativity

Allows significant contribution

For Organization as a whole:

Promotes perpetuation

Opens new avenue of creativity

Promotes increased productivity

Improves overall efficiency – organization runs more smoothly

Greater chance project will be completed in a timely fashion

Members become more actively involved and committed

A leader cannot do everything for an organization. There are so many hours in a day so many tasks 1 person can do. An uninvolved member soon becomes apathetic, unmotivated who most likely will dropout of the group. A good leader learns to use the skill of delegation to help his/her organization develop to its fullest potential.

PRINCIPLES OF DELEGATION

- ❖ Assigning responsibility to others does not lessen your responsibility. It gives you the capacity to handle greater responsibility.
- ❖ Never assign tasks to a member solely because this task is unpleasant to you
- ❖ Delegate only if you have confidence that the member is capable of handling the task
- ❖ When delegating, be sure to back up the member when his/her authority is called into question
- ❖ Delegating entails allowing another to complete a task his/her way, not necessarily exactly as you would have done it
- ❖ Even though you may be able to do the task better or faster, delegating allows for the growth of others
- ❖ Delegating sometimes involves teaching someone how to complete a task. How else will members know how to operate the group when you've graduated!
- ❖ Delegating can be a significant motivator in retaining members as it gives them a sense of accomplishment when a task is successfully completed
- ❖ Delegation is most successful when someone expresses an interest in the task, when he/she has a specific skill which would suit the task, or when he/she would benefit from the responsibility

Ways to delegate

- Explain the task to see who is interested, discuss ideas mutually set goals
- Define responsibility and expectations
- Ask for volunteers in a meeting (show of hands, sign up sheet)
- Appoint someone
- Assign it to a committee (sometimes in a smaller group, people are less intimidated to volunteer)
- Break up the job in logical parts and spread the work to a few people
- Find out your member's interests/skills/time commitment, then find a task to suit them
- Remember to try to spread the enjoyable and responsible tasks around

Support by sharing resources, information, and knowledge

Follow up to make sure details are being taken care of, but don't jump back in and take over

Evaluate and **give accurate, honest feedback** on their performance

This is an opportunity for allowing risk taking and mistakes, giving satisfaction and encouraging growth

Most of all, let go and let them do the work

