

DELEGATION

THE ART OF DELEGATION

Most leaders have difficulty delegating responsibility. A good leader must learn to use the skill of delegation to help his or her organization develop to its fullest potential. It is important to spread out responsibilities to all members.

Uninvolved members will become apathetic and drop out. Also, when an officer does not delegate responsibility to other members, the members may come to the conclusion that their input is not needed or wanted. Some members will think that the officers lack trust and faith in them.

Many people have a hard time delegating their workload. Some common reasons for not delegating are:

- “I could do it better and faster myself.”
- “Why waste the time training somebody else, when I can do it faster.”
- “I’m too busy to delegate.”
- “I’m not handling my responsibility well if I have to ask someone to help.”
- “If they screw up, I’m the one who’ll get in trouble.”
- “I will know it will get done.”
- “No one has the skills to do this but me.”
- “It just didn’t occur to me to ask someone for help.”

WHY DELEGATE

Delegation is an ethical responsibility you owe to yourself, to those with whom you work with, and to your organization. Who it benefits:

YOURSELF

- Allows time for planning
- Allows time for organizing
- Allows time for non-organizational pursuits
- Teaches valuable lessons in how to work and develop others
- Builds trust
- Encourages open communication

MEMBERS

- Motivates
- Builds self-esteem
- Encourages creative problem solving
- Stimulates initiative
- Trains future leaders
- Builds trust
- Facilitates communication
- Stimulates creativity
- Allows significant contributions

ORGANIZATION

- Promotes perpetuation
- Opens new avenues of creativity
- Promotes increased productivity
- Improves overall efficiency and effectiveness

WAYS TO DELEGATE

- Ask for volunteers in a meeting (Show of hands, or pass around a sign-up sheet)
 - Appoint someone (in a meeting or after the meeting) to work on the project or head the committee
 - Assign it to a committee (sometime in a smaller group, people are less intimidated to volunteer)
 - Break up job into logical parts and spread the work to a few people
 - Find out your member's interests, skills, time commitment. Then find a task that suits him/her
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WHY DELEGATE

- Here are some principles to keep in mind when you delegate responsibility to others:
- Assigning responsibility to others does not lessen your responsibility. It gives me 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, delegation allows for the growth of others.
- Delegating involves teaching someone how to complete a task. How else will your members know how to operate a group when you've graduated?
- Delegating can be significant motivator in retaining members as it gives them a sense of accomplishment when a task is successfully completed.
- Delegation is the 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.