

Delegating Responsibility

Delegation is the key to a successful organization. Delegation distributes the workload, allows more people to be actively involved, and keeps members interested and enthusiastic about the group.

What and when to delegate:

- There is a lot of work
- A member has particular qualifications for or interest in a task
- Someone can benefit from the responsibility
- Routine matters need attention
- Details take up too much time and have to be divided

Methods for delegating:

- Ask for volunteers. Interest is one of the greatest motivators for success.
- Suggest someone you feel would be good for the task. Sometimes a member lacks self-confidence and needs support to complete a task.
- Assign the task to someone. The person can always decline.
- Spread the good tasks around, giving more members status and value.

Guidelines for effective delegation:

- Explain why the person(s) was selected for the task and a deadline by which the task should be completed.
- Discuss the task at hand and give those who will be responsible for carrying out the task a voice in the decision making.
- Clearly define the responsibilities being delegated to each person. Explain what is expected of the person and be sure agreement is reached.
- Avoid micro-managing. Most people do not appreciate someone looking over their shoulder or taking back parts of their assignment before they have a chance to do it. As the leader, let go and let them do the job.
- Follow up and check periodically to see if people have questions regarding how a project is supposed to be done.
- Give accurate and honest feedback. People want to know how they are doing and they deserve to know.