



Delegation...Do It!

If you want to be successful as a leader, you must be willing to share the work. Your members are your greatest resource to getting the job done right. They will also feel more invested in and more committed to the organization if they take some responsibility.

Why Delegate?

- Allows for more people to be actively involved
- Distributes the work load
- Motivates new members by giving them value and importance
- Helps the organization run smoothly

What to Delegate?

- Frequent tasks that repeat themselves
- Details that take up large chunks of time
- Specialized tasks that you feel someone is particularly qualified or talented to accomplish
- Tasks that readily generate volunteers

How to Delegate?

- Ask for volunteers— interest and belief in something is one of the greatest motivators for success
- Suggest someone you feel would be good for the task. Silence in response to a request for volunteers does not necessarily mean a lack of interest.
- Assign the task to someone, but select thoughtfully. The person can always decline.

Don't Delegate...

- Situations where you have to change someone's behavior
- A decision that involves changing a group rule or policy
- A controversial issue
- Something you yourself would not be willing to do (the menial work)

Myths to Avoid

- "I could do it better and fast myself"
- "I'm not doing my job if I have to ask someone for help"
- "If someone wants to help, they'll tell me"
- "I'm the only one who knows how to do it"
- "If I do it, I know it will get done"
- "If I delegate, I'll be giving up my authority"

Delegation is one of the hardest, yet most rewarding, leadership skill to learn. So don't give up easily if a couple people "fail" you. Just keep working at it, and you will see the results.

Student Involvement Center
229C Bone Student Center
Dean of Students Office
studentorganizations@ilstu.edu