

## TIPS FOR DELEGATION

As a leader in your chapter/provisional chapter, delegation can also be difficult. You enjoy the work you do and want to be involved in everything that affects the organization, but trying to do everything all by yourself can negatively impact both you and the chapter/provisional chapter.

### Why is it Important?

- Gives others experience and opportunity to develop skills
- Keeps members involved and committed
- Motivates members by giving them responsibility
- Distributes the work so that more can be accomplished
- Prevents leaders from becoming burnt-out

### Why is it Difficult?

- Leaders may want to ensure the work is done their way
- Leaders may be used to doing all the work themselves and therefore, lack trust that others are willing to help
- Leaders may lack confidence in the membership
- Leaders may not know what they can delegate
- Leaders may believe it's quicker if they do the task(s) themselves

### Why does it not Work?

- The member was not interested in the task
- The member did not have time to complete the task
- The member did not have the necessary resources and/or skills to complete the task
- The task was not communicated clearly to the member
- The member did not feel that he had authority to complete the task

### How can it Work?

- Identify a task to be delegated.
- Find someone to take on the task. Ensure the member has the minimum skills needed and he has time and interest.
- Explain to the member why he was selected to lead and express your confidence in him.
- Ensure the member has the resources needed to complete the task. Be clear about how much authority is being given for him to make decisions.
- Discuss the task thoroughly, including outcomes and deadlines.
- Establish times to check in periodically. This ensures the member feels supported and allows time for him to seek advice and get feedback. Outside of the check-ins, make yourself available to answer questions if needed.
- Say thank you, and publicly recognize the individual's work.

