

# Principles of Delegation

- Assigning responsibility to others does not lessen your responsibility– it gives you the capacity to handle greater responsibility .
- Never assign a task to someone because the 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 or her authority is called into questions.
- Even though you may be able to do the task better or faster, delegating allows others to grow.
- Delegating often includes teaching someone how to do a task—what better way to ensure that others can run the group when you're gone?
- Delegating can be a significant motivator in retaining members, 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 or she has a specific skill which would suit the task, or when her or she

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# Ways to Delegate

- Ask for volunteers
- Assign someone
- Create a committee
- Break up the job into smaller parts to spread the work out
- Find out your members' interests, skill and time commitment– then find a task that will suit them
- Create a project outline complete with deadlines and who is responsible for completing each task.

## **Don't Believe the Myths...**

- “I could do it better and faster myself.”
- “I'm not doing my job if I have to ask someone to 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.”

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