Do you ever feel like the responsibility of a project rests entirely on your shoulders? Do you feel like you need to do all the important work? Are you afraid to ask for help because you feel too “bossy”?

Delegation is the skill of determining what others are able to do and working with them to accomplish a task. Delegation can be of great help to you and foster leadership skills and confidence in others. Delegation can go a long way to help retain organization membership, improve member morale, and ensure your success as an organization.

Six Steps to Effective Delegation

**Step 1: Analyze The Activity**
- Define group and individual tasks
- Prioritize tasks
- Identify your constraints
- Assess the feasibility of the activity

**Step 2: Decide Which Tasks To Delegate**
- Identify tasks that require your position or status
- Identify tasks which others may be more skillful completing
- Identify tasks, which others may enjoy more than yourself, or tasks others have expressed interest in

**Step 3: Plan The Delegation**
- Review details of each task
- Determine what your desired outcome is and when you want it achieved
- Provide the resources that may be necessary for task completion
- Clarify appropriate limits of authority

**Step 4: Select A Member**
- Match tasks to interests and skills
- Balance challenge with support
- Be sure not to overload a member
- Consider member developmental needs

**Step 5: Assign The Task**
- Spell out specifics of the task
- Identify priorities within the task
- Clarify which areas have flexibility and which areas do not. Give the person some options and chances to make decisions
- Identify constraints (e.g. budget, deadline, etc)
- Let them know they can ask for help

**Step 6: Follow Up**
- Continue communication during the process
- Ask for updates from members, allow for mistakes
- Initiate contact for further direction/support
- Encourage different styles of task management
- Say “thank you” and “good job,” offer feedback