

XCEL Points

For Leadership Success

Campus Center and Student Activities Department

Delegation

What is Delegation?

Officers have a large amount of responsibility in running an organization and therefore may not have the time or expertise to handle some projects to their fullest ability. This is where delegation can greatly help your organization! Other members in the organization who might not have leadership roles, may have a specific interest in a particular project and want to provide support to their organization.

Delegation is the division of work among group members. Assigning a member of the organization to a task that he or she has interest in will not only relieve some of the work load from the officers, but it can give confidence and build skills in the person the task is assigned to as well.

Delegation Benefits

Delegation can aid your organization by:

1. Relieving stress from the officers
2. Assisting in the development of other members into leadership positions
3. Helping ensure the person with the most motivation, interest or knowledge will be responsible for the project
4. Dividing large tasks that would normally have been assigned to just one person

When and How to Delegate

Delegating can greatly increase the amount of work that an organization can accomplish, however it is important to delegate wisely. One should not delegate menial or mundane work, because the purpose of delegation is not to shrug off the work you do not want to do, but rather pass on tasks to others who have more time to dedicate or that have special interest in the task. Make sure that you do not show favoritism as well, and that everyone has equal opportunity at a worthwhile task.

There are many ways to delegate a task such as:

- Offer the task to a person that you feel will excel in fulfilling the task
- Ask for volunteers to take the task

