ORDER OF OMEGA
DELEGATION

Delegating responsibility is an indispensable concept that any successful leader must grasp and utilize.

Delegation is so important because it
- Allows more members to be actively involved.
- Distributes the work load among members.
- Motivates members by dispersing value, talent, and importance.
- Enables organizations to run more smoothly and effectively.
- Keeps leaders from being spread too thin.

However, it is important to distinguish when and what should be delegated:
- Repetitive tasks or matters
- Frequent decisions which are of minor importance
- Details which take up large or substantial amounts of time
- A task which someone has expressed a specific interest in
- Tasks which match an individual's particular qualifications

It is equally important that you know when NOT to delegate such as
- A decision that involves someone else's morale
- Situations where you have to change someone else's behavior
- A task which involves trust or confidence
- Something you yourself would not be willing to do
- A decision that would not be appropriate for someone else to make
- If someone is under qualified or overqualified for the task.
- The work is your own specific responsibility.

Some successful methods for delegating responsibilities include
- Asking for volunteers. Those who possess interest or belief in a particular task are most motivated for success.
- Suggesting someone you feel possesses the necessary skills for the task. Silence in response to a request for volunteers should not be interpreted as lack of interest. Often an individual lacks self-confidence and this prohibits him or her from volunteering.
- Assigning the task to someone. They always have the option of declining.
- Spreading the "good" tasks around. Good jobs give people status and value. However, the same person should not always get the good tasks.

Successful and effective delegating is, indeed, a fine art. Your members are your greatest resource. Let them create and put their creativity into action!!! Some guidelines for effective delegation are as follows:
- Select the appropriate people by interview. Take into consideration their time, energy, interest, and capabilities. Specific responsibilities to be delegated to each person must be appropriate for the growth and developmental needs of that person.
- Explain why the person was selected for the task.
- Delegate segments that make sense, not bits and pieces of a task.

- Discuss the task at hand. Mutually set goals and objectives. Whenever possible, give those who will be responsible for carrying out a program a voice in decision-making. Maintain high standards and keep your members motivated!!
- Clearly define the responsibilities being delegated to each person. Explain exactly what is expected and the bounds of authority. Be sure agreement is reached on areas where the person can function freely.
- Provide accurate and honest feedback. People want reinforcement as to how they are doing. They deserve to know. This is both an opportunity for giving satisfaction and encouraging growth. Allow for risk-taking and mistakes.
- Support your officers and chairpersons by sharing information, knowledge, and planning with them. Increasing information will decrease errors. Share the failures as well as the successes.
- Really delegate. Most people do not appreciate someone looking over their shoulders or taking back parts of their assignments before they have ample opportunity to complete their tasks.
- Stress the importance of evaluation. You need to evaluate and measure the extent to which your actions conformed to your plans, if your plans went well, or if your original plans were appropriate and worthwhile.