

## Leadership Services Commission

# Deciding to delegate

**Presidents who successfully delegate achieve two important goals at once:**

- 1. It frees them to focus on other, higher priority parts of their job; and**
- 2. It helps other board members develop their own leadership skills and abilities.**

**Ask the following questions to help you decide whether or not to delegate something:**

Do I have sufficient time to complete the task properly? If the answer is no, delegate it!

Does the task specifically require my supervision or attention? If it doesn't, assign it to someone else.

Are my personal skills and expertise required to complete the task? If not, hand it off.

If I do not fulfill the assignment personally, will my reputation or the board's be hurt?  
If the answer is still no, then delegate it.

Is there a member of the board who would benefit from, and learn, new skills by handling the assignment? If the answer is yes, offer him or her the gift of learning by doing. Give him or her the opportunity to take on a new responsibility.

## Six steps to effective delegation

**There are six steps recognized by most management authorities to achieve effective delegation:**

1. Review the tasks to be done. Determine which ones others should do.
2. Select the person best suited for the specific task.
3. Encourage, train and motivate the person to accept the assignment.
4. Explain the task fully and then turn over the job and the authority to accomplish it to that person. Check to be certain that your expectations are clearly understood. Ask questions to be certain that your expectations have been understood. Then step away and let the person complete the task.
5. Provide support, encourage independence and develop confidence. Restrain from over checking on the progress of the task.

*"The best executive is the one who has sense enough to pick good men to do what needs to be done, and self-restraint enough to keep from meddling with them while they do it."*

Theodore Roosevelt