

Delegating Work Effectively For Greater Club Exec and Member Engagement

Once they are a member or executive, how you assign work can help you avoid, identify, and manage engagement issues.

1. **Actually assigning work** The quickest way for executives and members to lose interest is to not have anything to do.
2. **Don't Waste their time.** Tell your members and executives in advance what will happen at the upcoming meeting and who needs to be there
 - a. If you ask for their input (e.g. a brainstorm) make sure you have a real plan to use it
3. **Assign specific tasks to specific people** Giving a vague task to multiple people is a recipe for the task slipping through the cracks
 - a. This doesn't mean you should tell them what to do. Rather, state the specific task that needs doing and ask who would like to do it.
4. **Set a check-in date and a drop dead date** Make sure there's a set time for you to check on progress before it needs to have been done yesterday
 - a. This prevents that awkward "I don't want to micromanage them" self-doubt
 - b. This gives you an early opportunity to flag problems
5. **Have a back-up plan** Assign from the beginning who will take over if the person falls ill or can't complete the task for some other reason
 - a. This makes the transfer of responsibility much smoother and less insulting
 - b. Realize that if someone can't or won't do something you can't make them
6. **Give them a way to save face** Don't criticize but offer support, make sure that any transfer of responsibility is done with understanding instead of blame.
7. **Write it all down** It may seem obvious, but having a record of all this helps to keep people accountable and notice patterns
 - a. Here is a [template](#) of a rolling action list which is one way to keep track
8. **Spread the Work Fairly** There is a natural tendency to assign the most work to the best members and executives. Unfortunately this leads to burnout, so even your most engaged people become disengaged.
 - a. Check in with how people are doing
 - b. Ask people what kind of support they need and if you need to recruit assistants
 - i. **PRO TIP:** This is a great opportunity to train future leaders (see succession module)