

## **HOW TO DELEGATE EFFECTIVELY**

### **Officer's Worksheet**

Members of an organization will be more committed if they have a clear understanding of the mission and the goals of the organization, the expectations of the membership, and a timeline for when/how to complete a task.

Requiring that each officer type a project list for the semester and reviewing this information during executive board meetings will double your organization's efficiency. When a chapter officer reports during a meeting, s/he should refer to their project list.

**Directions: Identify projects and a timeline for your chapter's priority areas. A sample project list for the "Scholarship Chair" has been partially completed as an example.**

#### Scholarship Chair

1. *Recruit a Faculty Fellow and develop a Faculty Fellow Program. Survey members to identify a list of three potential Faculty Fellows and ideas for how the fellow should interact with the chapter (By week two of the semester).*
2. *Develop a position description for the Faculty Fellow.....The OFSA has a sample description (By week three of the semester).*
3. *Contact faculty member(s) nominated by the chapter and arrange a time to meet to discuss the faculty fellow position (By week five of semester).*

#### **IF THE CHAPTER HAS A FELLOW:**

1. *Meet with the Faculty Fellow to review promoting academic achievement within the chapter and planning semester-long programming (By week three of semester).*
2. *Distribute Academic Goal sheets to each member (By week three of semester).*
3. *Identify peer mentors within the chapter for members desiring academic support (By week four of semester).*

**MAKE SURE TO ASK EACH OF YOUR OFFICERS TO IDENTIFY GOALS AND ACTION STEPS TO ACHIEVE THESE GOALS.**