4. SHARING RESPONSIBILITIES

THINKING EXERCISE

1. As a volunteer leader, what activities and responsibilities do you currently have could you delegate to your volunteers (for example, could you get a volunteer to manage the social media page of the volunteering group, maintain the equipment and vehicles, or manage your administrative workload)?

2. Which of your volunteers would be best suited to complete the tasks that could be delegated? Why have you chosen that volunteer to complete the task?

TASK (E.g., administration, marketing, gardening, IT)	**VOLUNTEER** (Name the volunteer chosen)	**REASON FOR CHOICE** (State reasons for choosing that specific volunteer – for example, they have the right skills, motivation, integrity)

CLEAR ALL