

Notice of the 2026 Annual General Meeting of the British Association of Occupational Therapists

Notice is hereby given that the Annual General Meeting (AGM) of the British Association of Occupational Therapists (BAOT), Company no. 00392350, will be held remotely at www.cesvotes.com/BAOTagm2026 on **Thursday 25 June 2026 at 12.30pm** to transact the business set out below.

AGM Chair: Odeth Richardson, Chair of BAOT Council

The formal business of the meeting will be:

1. Welcome – 5 minutes
2. Announcement of election results – 5 minutes
3. Chair's report of the year – 30 minutes
Includes: impact report; receipt of the annual report and accounts; financial report.
4. Member fees – 10 minutes
5. Member Q&A – 30 minutes
6. Outcomes of vote and closing remarks – 5 minutes

The AGM will close by 2pm. Please see below for explanatory notes on the AGM business.

By order of the Council
Odeth Richardson, Chair

Explanatory notes

Attendance, voting and joining information	The AGM will begin at 12.30pm and will be held remotely at www.cesvotes.com/BAOTagm2026. The Chair will note any apologies and confirm that the meeting is quorate. Under Article 35, a quorum is 40 persons entitled to vote on the business to be transacted at the meeting, each being a Member or a proxy for a Member or a duly authorised representative of a corporate member. Members will vote using the platform's electronic voting facility. All votes cast electronically during the AGM will be counted towards the formal vote. Further joining instructions and details of any platform limitations will be provided with the meeting access link.
Registering intention to attend	Please register at rcot.co.uk/agm2026. Registration is strongly encouraged as it helps us confirm whether the meeting will be quorate. If the meeting is not quorate, we cannot conduct formal business and would need to reconvene the AGM at additional cost.
Appointment of proxies	Each member has one vote per resolution. Under section 324 of the Companies Act 2006, you may appoint a proxy to attend, speak and vote on your behalf. If you later choose to attend yourself, you may revoke your proxy and vote directly. Completed proxy forms must be returned by 12.30pm Tuesday 23 June 2026. Proxy forms have been emailed or posted depending on your communication preferences. If you have not received your proxy form by Monday 25 May 2026, please contact Civica Election Services at support@cesvotes.com or 020 8889 9203.

Ordinary resolution for member vote	Members are asked to consider and if thought fit pass the following Ordinary Resolution (R1): The members resolve by way of ordinary resolution to authorise Council to implement the following changes to subscription fees for membership categories in 2026–27 (1 October 2026 to 30 September 2027): • Full professional – increase by 99p a month (4% increase) • Newly registered – increase by 74p per month (4% increase) • Associate – increase by 58p a month (4% increase) • Self-employed - increase 74p a month (4% increase) • Overseas – increase 74p a month (4% increase) • Associate Apprentice – increase by 21p a month (4% increase) • Student – increase by 21p a month (4% increase) • Career break and Retired categories – no increase
Rationale for member fee increase	Council is proposing a small increase to membership fees for the forthcoming membership year. In accordance with the organisation’s membership fee policy, fee changes must reflect inflation, rising service delivery costs, and the need to maintain the financial sustainability required to deliver high-quality member services and professional support. Fees have only increased once in eight years – an unusual position across the sector – and the proposed adjustment has been kept deliberately modest in recognition of the cost-of-living pressures many members are experiencing. Without this increase, additional cost-saving measures would need to be identified elsewhere, which could limit BAOT’s ability to sustain service levels over time. It is important that you read the supporting information which provides the full rationale for these fee changes before voting. This is also available on our website at rcot.co.uk/agm2026.
Annual report & accounts / AGM minutes	The 2024-25 Annual Report and Accounts is available on our website along with the minutes of the 2025 AGM at rcot.co.uk/agm2026
Submitting questions to the AGM	Members may submit questions in advance or on the day. Advance submission helps us prepare thorough responses, ensures we can address as many queries as possible, and support the Chair to manage the agenda effectively. Send advance questions to Odeth Richardson, Chair of the Council, via: • Email at hello@rcot.co.uk (include AGM in the subject line) or • Post to Kate Monro, Head of Governance and Compliance, British Association of Occupational Therapists Limited, Phoenix House, 106-114 Borough High Street, London SE1 1LB. Questions received after Thursday 18 June will not be treated as AGM questions unless you attend and ask them on the day. During the AGM, members may submit questions using the platform’s Q&A or chat functions. The Q&A and chat functions will remain available throughout the meeting. Questions may be moderated to group similar queries, help manage time and ensure the Chair receives a balanced range of questions during the meeting. Where questions are moderated, they may not be visible to all attendees unless and until they are put to the meeting.
Further information	• Visit rcot.co.uk/agm2026 for information on the AGM and elections. • Contact Civica Election Services for support with your proxy form (voting) or for how to access and attend the AGM online support@cesvotes.com. • Contact hello@rcot.co.uk with any questions or for further information or to receive any of the documents related to the AGM in hard copy.